



WELLINGTON TOWN COUNCIL
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**Members of the Public and the Press are invited to attend all Council Meetings
(Public Bodies (Admission to Meetings) Act 1960)**

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting	Policy and Resources Committee
Time	4.00pm
Date	8 August 2022
Place	United Reform Church Hall Fore Street, Wellington TA21 8AG

...
Councillors will be discussing all the items listed on the attached Agenda and minutes will be available online and on the Council Notice Board after the meeting.

Councillors and members of the public are reminded that they shouldn't attend the meeting if they or someone they live with has tested positive for COVID or have COVID symptoms.

Yours faithfully

Dave Farrow
Town Clerk
01823 662855
info@wellingtontowncouncil.co.uk
2 August 2022

Committee members: Councillors M Barr, S Booker, K Canham, A Govier, M Lithgow, J Lloyd, M McGuffie, J Thorne and K Wheatley

1. To receive apologies for absence and to approve the reasons given

2. To receive any Declarations of Interest

3. Minutes

To approve and sign the minutes of the Policy and Resources Committee Meeting held on 15 March 2022

4. Questions and Comments from Members of the Public

Members of the public attending the meeting are invited to speak to the Committee for no longer than three minutes.

N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119.

5. To Consider a Town Council Media Communications Policy

A draft Policy is attached for consideration. The Committee is asked to consider **RECOMMENDING** that The Policy is adopted by the Town Council.

6. To Review the Town Councils Publication Scheme

The Town Council Publication Scheme was adopted in 2019 and requires reviewing as part of the Councils Policy Review timetable. A revised draft version is attached for consideration. It is based on the Model Publication Scheme published by the Information Commissioners Office. The Committee is asked to consider **RECOMMENDING** that the revised Scheme is adopted by the Town Council.

7. To Review the Town Councils Privacy Notice

The Town Councils Privacy Notice was adopted in 2019 and requires reviewing as part of the Councils Policy Review timetable. The majority of the Policy does not need changing. However some additional paragraphs have been added as an Introduction and are highlighted in the attached document. The Committee is asked to consider **RECOMMENDING** that the revised Privacy Notice is adopted by the Town Council.

8. Refurbishment of Longforth Road Toilet Block

To consider how to progress with the refurbishment of the Longforth Road toilet block. A paper is attached for consideration. The Committee is asked to consider whether it wishes to **RECOMMEND** to the Council that the refurbishment proceeds with a Changing Places facility included in the specification

9. Community Review and Plan

The Town Clerk has submitted an expression of interest to the Community Council for Somerset for support in developing a Community Plan. A paper is attached for consideration. The Committee is asked to consider **RECOMMENDING** to the Town Council that if the Expression of Interest is successful it engages with CCS SCT to undertake a Community Review and that even if it isn't successful it uses this model of working to undertake a Community Review.

10. Review of Town Council Staffing Structure

A paper is attached for consideration. It is recommended that the Committee **RESOLVE** to commission Local Council Consultancy to undertake a review of the Council staffing requirements and make recommendations in relation to an appropriate staff structure that is fit for the future.

**Dave Farrow
Town Clerk
9 June 2022**