

All Committee Members are hereby summoned to attend a meeting of the
GENERAL MANAGEMENT COMMITTEE
which will be held under the powers contained within the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came in to force on 4 April 2020. The regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

The Meeting will be held on:

Thursday 4 February 2021 at 7.00pm

The link is as follows (no registration required):

<https://us02web.zoom.us/j/88979609953>

Save where Part 2 items are on the agenda, the meeting is open to the press and public.

The Chairman has agreed a 3 Minute public participation slot, if required and applicable.

AGENDA

Part 1 Agenda

1. **Apologies:** To receive and accept apologies for absence.

2. **Declarations of Interest:** To:
 - a) receive declarations of interest from Councillors on items on the agenda;
 - b) receive written requests for dispensations for declarable interests; and
 - c) grant any requests for dispensation as appropriate.

3. Public Participation: To receive questions/statements from the public in relation to items on the agenda (one 3-minute slot for up to 3 Members of the Public). At the Chairman's discretion, this item may be considered at the end of the agenda. This period may also be used by Members with an interest in an item to make a statement concerning that issue (e.g. grant application).

4. Minutes: To confirm and sign the minutes of the Special meeting held on 11 January 2021.

- **Attached**

5. Financial Report: To consider and receive:

(i) consider Income and Expenditure Report to 27 January 2021;

- **Attached**

(ii) Investment Report (20 January 2021);

- **Attached**

(iii) Note that the Ministry of Housing, Communities and Local Government (MHCLG) has confirmed that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2021-22 is £8.41 per elector;

(iv) School Swimming remainder Budget for 2020/21 (noting option to extend "Computers for Schools" project and invoices received by Schools for the year 2020/21 to date) with the following requests having been made since the last meeting:

- Parkside Community Primary School
- Meryfield Primary School
- St Nicholas School
- St Teresa's School
- Saffron Green Primary School

- **Attached**

(v) Clerk's Update Report on establishment of Independent Remuneration Panel;

(vi) Clerk's Update Report on Online Banking;

(vii) Clerk's Update Report on Returned Grant (part) – St Michael's Church (£1,000 of £6,500 award relating to Christmas Hampers); and

(viii) Clerk's Update Report on postage options for Town Council mail.

6. Fairway Hall Building: To receive and consider report (together with any recommendations contained within) of Fairway Hall Extension Sub Group of 25 January 2021 (10 Minutes allocated to Agenda Item).

- **Attached**

7. Annual Council Meeting: To consider:

(i) arrangements for Group Leaders to propose nominations for Committee Appointments/Outside Bodies at Annual Council Meeting on 12 May 2021; and

(ii) recommendations for numbers and types of Sub-Committee, Sub-Groups and Community Forums (e.g. Transport Forum and CSM) to be submitted to Annual Council Meeting for Member appointments.

8. Policies and Procedures: To consider review and adoption of following Council Policies and Procedures:

(i) Publication Scheme (2 Year Review);

- **Attached**

(ii) Training Policy for Councillors and Staff (3 Year Review);

- **Attached**

(iii) Civic Awards: Honorary Freeman and Freewoman Scheme (Policy Document) (3 Year Review); and

- **Attached**

(iv) Investment Policy (1 Year Review).

- **Attached**

9. Exclusion of Press and Public: The Chairman to move the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960 s.1 (2), the press and public be excluded from the meeting whilst legal cases / staffing matters are discussed.

Part 2 Agenda

10. Clerk's Report: To consider Clerk's report covering:

- (i) Staff Salaries 2021/22

- Attached

[Confidential Orange Paper Committee Members Only]

- (ii) Pension Arrangements (New Employees)
- (iii) Outstanding cases/insurance claims; and
- (iv) Staffing not covered under remit of Staffing Committee.

11. Confidential Policies and Procedures: To consider review and adoption of following Council Policies and Procedures:

- (i) Last Leaver Policy (Internal)

- Attached

[Confidential Orange Paper Committee Members Only]

12. Close of Meeting: To close meeting. It is noted that the next meeting of the General Management Committee is scheduled for 22 April 2021 at 7.00pm.

H R O Jones
Town Clerk
27 January 2021

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