

HALEWOOD TOWN COUNCIL

At a Special of the Town Council held on Wednesday 7th November 2018 (6.00 pm) at the Arncliffe Centre, Arncliffe Road, Halewood, the following Members were:-

PRESENT
COUNCILLORS
Mrs A Farrell
(Vice Chairperson)
In the chair.

K Dalton	B Swann
Miss C Rose	Mrs. B Dunn
A Harvey	I S Hamilton
N Hogg (from 6:50pm)	

Also in attendance:-

G MacKenzie, Town Manager

76. APOLOGIES

Apologies for non-attendance were received and accepted from Cllr. S Ball, Cllr. D Perry, and Cllr. D Samuels.

77. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were no declarations of interest.

78. MINUTES

RESOLVED:- That the minutes of the Town Council Meeting held on 17th October 2018 be approved as a correct record and signed by the Chairman.

79. EXEMPT ITEMS

RESOLVED:- That under Section 100(A) of the Local Government Act 1972, the public be excluded for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of part 1 of Schedule 12A to the Act.

80. STAFFING (b)

The Town Manager gave a verbal update on the current position concerning the long term absence of the Functions and Events Officer.

It was moved by Cllr. R Swann and seconded by Cllr. Ms C Rose, and

RESOLVED:- (a) That the Town Manager's verbal report be noted.

(b) That the Town Manager and two Elected Members (agreed as Cllrs Harvey and Hamilton) meet with the Officer for an informal discussion.

(c) That the Town Manager carries out a review of our manual handling operations and staff training.

81. CHAIRING TOWN COUNCIL MEETINGS

Cllr Hogg joined the meeting at this point.

A discussion took place regarding the ‘tone’ of Town Council meetings over recent months and how the Town Council could provide support to the Chairperson.

It was noted that the recording of Town Council meetings was to commence later this month which would also include the requirement for members of the public to stand at a designated place when addressing the Chairperson.

It was further noted that strict adherence to Standing Orders relating to Public Forum and Debate would greatly assist.

The Town Manager referenced the possibility of developing an ‘Order Paper’ similar to that successfully used in the Principal Authority to be referenced by the Chairperson at the start of the meeting.

It was moved by Cllr. Mrs A Farrell and seconded by Cllr. R Swann, and

RESOLVED:- (a) That Members re-affirm their responsibility to support the Chairperson fully in the management of Town Council meetings.

(b) That the Town Manager develop and implement asap an ‘Order Paper’ as outlined above.

82. STAFFING (a)

Cllr Mrs A Farrell left the meeting at this point:

**Cllr N Hogg
(Chairperson)
In the Chair**

The Town Manager also left the meeting at this point.

The Chairman updated Members regarding a formal complaint made by a member of the public regarding the Town Manager.

The Chairman had sought to deal with matter under Stage One of the Town Council’s approved Complaints procedure but this had not met with the satisfaction of the complainant.

In accordance with the approved Complaints Procedure:

It was moved by Cllr. I S Hamilton and seconded by Cllr. A Harvey, and

RESOLVED:- That Cllr Ms Clare Rose be appointed to deal with the complaint under Stage Two of the Complaints procedure.

Meeting closed at 9.10p.m.

Signed

Date