22 March 2019

Minutes of the Management Committee Meeting

Held on **Wednesday 13th March 2019** at **7.00 pm**

At Stantonbury Parish Council Office, 126 Kingsfold, Bradville

**Committee Members:**

Cllr David Wright-Chairman

Cllr Graham Davison

Cllr Linda Morgan

Cllr Sandra Kennedy

Cllr Sara Agintas

Cllr Marie Farmer

Cllr Peter Kirkham

Cllr Geoff Parker

**MINUTES**

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|  | **15-minute session for members of the public to speak**.  None present. |  |
|  | **Present:**  Cllr David Wright-Chairman  Cllr Graham Davison  Cllr Linda Morgan  Cllr Sandra Kennedy  Cllr Marie Farmer  Cllr Geoff Parker  OM-Helen Sharp-Minute-taker |  |
| M/91/18 | **Apologies:**  Cllr Sara Agintas-**Accepted by 6 votes for.**  Cllr Peter Kirkham-**Accepted by 6 votes for.** |  |
| M/92/18 | **Declarations of Interest:**  None. |  |
| M/93/18 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on **Wednesday 13 February 2019**. **Agreed by 5 votes for, 1 abs.** |  |
| M/94/18 | **Office Manager Update**  Office Manager to give a verbal update to the Management Committee. **The Office Manager provided a written update to the Management Committee. Noted.** |  |
| M/95/18 | **Responsible Financial Officer Update**  RFO to give a written update to the Management Committee.  **Cllr Parker asked for the RFO to provide clarity regarding the Pensions for the staff.**  **Chairman Wright asked the committee if they felt the RFO was required to provide a financial update at meetings going forward. The Committee decided that the RFO is only required to provide one monthly report to be presented at the first main meeting of the month.**  **The OM/RFO are to clarify the pension situation with staff.** | **RFO/GP**  **RFO**  **OM/RFO** |
| M/96/18 | **Working Groups Update**  Working Group leaders to give verbal updates on the current status of the document reviews. **Chairman Wright informed committee that Cllrs Agintas and Millen had stepped down as leaders of the Working Groups. Taking their places will be Cllr Morgan for Working Group one and Cllr Kirkham for Working Group 2.**  **Chairman Wright provided clarity on the policy process going forward.** |  |
| M/97/18 | **IT Maintenance Contract Update**  OM to give written update the Parish Council on the current situation with the IT Maintenance Contract. **Cllr Morgan advised that laptops have been included. Cllr Davison requested for Microsmiths to attend and explain how the new set up will work for Councillors. OM/RFO to contact Microsmiths to arrange a presentation. Cllr Davison expressed his concerns that the new fibre network may take time to be available.** | **OM/RFO** |
| M/98/18 | **Next Management Meeting Date**  Management Committee to discuss and agree the date and time to hold the next Management Committee Meeting. The suggested date and time are Wednesday 10 April 2019 at 7.00pm.  **Agreed by 6 votes for**. |  |
|  | **Agree to hold a confidential Part 2 of the meeting at which press and the public will be excluded under the Public Bodies (Admission to Meetings) Act 1960 section (2). Proposed by Cllr Kennedy and Seconded by Cllr Davison to hold the confidential Part 2 of the meeting.** Agreed by 6 votes for**.**  **OM left meeting at 8.00pm.** |  |
|  | **Confidential**  Consideration of matters related to the following confidential matters:   * Staff Update |  |

**Meeting Closed**

The next meeting of Stantonbury Parish Management Committee

will be held at the Parish Office, 126 Kingsfold, Bradville**.**