**Crewe Town Council**

**Town Council Meeting**

1 Chantry Court

Forge Street,

Crewe

CW1 2DL

[www.crewetowncouncil.gov.uk](http://www.crewetowncoucnil.gov.uk)

Tel: 01270 756975

**Minutes of the meeting held on 31st March 2020**

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| **Present** | Councillors, Cosby, Howes, Messent, Minshall, Palin, Jill Rhodes and John Rhodes.In attendance: Rob MacKenzie. Acting Town Clerk |
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|  | **To receive and consider apologies for absence**  |
|  | Apologies were received and accepted from Councillors Angier Buckley, Coiley, Dunlop, Faddes, Hogben Houston, Morrissey, Proffit, Straine-Francis Toth and Walton (All coronavirus precautions) |
|  | **To note declarations of Members’ interests** |
|  | Councillor Minshall declared an interest in Item 11 (payments) |
|  | **It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 4 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted**. |
|  | It was resolved under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 4 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted. |
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|  | **Confidential Item: to consider Staffing matters including recommendations from the interview panel to confirm the appointment of the new Town Clerk** |
|  | Members resolved:1. To confirm the appointment of Mr Pete Turner to the post of Town Clerk from 1st July 2020 on the salary recommended in the report.
2. To note the resignation of the Deputy Town Clerk and to include the cover of his duties in the forthcoming staffing review.
3. In the eventuality of the Deputy Town Clerk being unable to continue his duties for any reason, that Mr Peter Cooper be appointed Acting Town Clerk and Proper Officer until the new Town Clerk takes up his post.
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| ***The Meeting was re-opened to the public and press*** |
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|  | **To consider a proposal from the Leader of the Council** |
|  | Members resolved to approve the recommendations in subsequent agenda items as set out in the minutes below and the meeting was closed |
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|  | **To confirm and sign the minutes of the meeting held on 3rd March 2020** |
|  | The minutes of the previous meeting were agreed and signed as an accurate record. |
|  | **To accept apologies from all Councillors in accordance with the Local Government Act 1972 s85(1) for long term absence due to precautions and restrictions arising from the Covid-19 outbreak.** |
|  | Members **resolved** to approve all absences from councillors for reasons connected with the Covid-19 (Coronavirus) or other illness during the present crisis. |
|  | **To consider a report on the conduct of Council business during the Covid-19 outbreak**.  |
|  | Members **resolved** to:1) Approve the calendar of meetings for 2020/212) Suspend all meetings until further notice3) Delegate decisions to the Town Clerk in accordance with the revised Terms of Reference/Delegation proposed in Agenda Item 9.4) Delegate to the Town Clerk decisions relating to the deployment, re-deployment or furloughing of staff.5) Extend all current appointments of councillors to formal offices of the Council until the next annual meeting can be held. |
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|  | **To consider the adoption of revised terms of reference for full Council** |
|  | Members **resolved** to adopt the revised terms of reference and delegation for Council. |
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|  | **To receive updates from Committee Chairs in relation to meetings held since the previous Crewe Town Council meeting on 3rd March 2020:-*** The draft minutes of Marketing and Events Committee were noted and it was **resolved** to invite tenders for the management of the programme for Lumen 2020 totalling £52,000
* The draft minutes of Personnel Committee on 9th March 2020 were noted
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|  | **To note, consider and approve payments since the previous Crewe Town Council Meeting as set out in the schedule attached** |
|  | Members approved the payments |
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|  | **To note and consider the year to date financial summary for the Town Council and arrangements for the financial year end.** Members resolved1. To note the financial report 2. To give delegated authority to the Responsible Financial Officer to create Earmarked reserves for outstanding commitments and a Covid-19 Emergency fund |
|  | **To consider delegation in relation to Data Protection Privacy Notices** Members **resolved** to delegate periodic updates of all categories of Privacy notices to the Town Clerk. |
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|  | **To adopt a revised Digital and IT Policy**  |
|  | Members resolved to adopt the revised Digital and IT Policy |
|  | **To adopt a revised Document Management Policy** |
|  | Members resolved to adopt the revised Document Management Policy |
|  | **To approve a revised financial and business risk assessment in accordance with the Risk Management Scheme adopted at the last meeting and a Covid-19 risk assessment which will be updated as the situation and guidance develops.** |
|  | Members **resolved** to approve the Financial and Business Risk assessment and the Covid-19 Risk assessment.  |

**Meeting closed: 7.05 p.m.**

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