

# Hetton Town Council



## Minutes of Management and Policy Committee held on Thursday 12 March 2020 at The Hetton Centre

### **Present**

Councillors T Dodds, R Elvin (Chairman), D Geddis, M Hopper and S Waterston.

### **In attendance**

Cllr K Pearson

G Keedy, Town Clerk (TC)

### **1) Apologies for absence**

Apologies for absence had been received from Cllr J Cunningham (work commitment), Cllr J Green (work commitment) and Cllr C Sinnott (other commitment).

Committee resolved to approve the apologies received.

### **2) Declarations of Interest**

There were no declarations of interest.

### **3) Public participation**

There were no issues raised.

### **4) Risk Assessment**

TC introduced the agenda item and explained that this was the first time to his knowledge that a risk assessment had been undertaken at HTC.

TC added that evidence of an annual risk assessment was a requirement of the Annual Governance and Accountability Return. For 18-19, the Internal Auditor identified that no assessment had been undertaken and highlighted the need to do so as an improvement action.

TC outlined his approach and provided commentary on each aspect. He added that the risk assessment was a "live" document and could be added to/reviewed at any time. However, it was requirement to present a risk assessment to Council for approval on an annual basis.

Following discussion, Committee resolved to recommend approval of the Risk Assessment 2019-2020.

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### **5) Press and Media policy**

TC introduced the agenda item and advised that this was new policy for HTC. He explained that the draft policy was based on a model provided by the Society of Local Council Clerks, adapted by him for HTC.

After discussion, Committee resolved to recommend approval and adoption of the policy.

### **6) Social Media policy**

TC introduced the agenda item and advised that this was new policy for HTC. He explained that the draft policy was based on a model provided by the Society of Local Council Clerks, adapted by him for HTC.

After discussion, a number of minor amendments were agreed.

Committee then resolved to recommend approval and adoption of the policy.

### **7) Community priorities**

TC provided an update:

Mini Park - despite initial, positive feedback from SCC to the Council's plans for remodelling, TC had now been advised that no funding was available.

Committee resolved to recommend that as a potential cost saving measure, TC request from SCC details of plans and working papers associated with a previous proposal to develop the site.

CCTV - TC reported that he and Cllr Hopper had attended an informative site visit to the SCC CCTV control room on 18 Feb. Informal discussions with an SCC officer indicated that an SLA could be developed with HTC for the purchase and monitoring of a CCTV camera(s), however this would be likely to run to several thousand pounds.

Facebook - details of methods to manage potential feedback had now been researched and "go live" was imminent.

Civic Awards - TC had, via CDALC sought details of schemes operated by other Town and Parish Councils. Only one response had been received. This would be circulated to Committee Members for interest.

### **7) Date and time of next meeting**

Committee resolved to recommend that Town Clerk and Chairman liaise to establish a suitable date.