

Minutes of the Ordinary Meeting of the Shildon Town Council held in the Council Chamber, Civic Hall Square, Shildon, Co Durham on Monday, 12th November 2018.

Present: Councillor P Quinn in the Chair
Councillors A Walker, D Childs, J G Huntington, L Cockfield, S Townsend, D Reynolds, H M Hanratty and S Quinn.

TC 80/18 Notice of Meeting

The Notice convening the Meeting was taken as read.

TC 81/18 Public Question Time

There were no questions from members of the public.

TC 82/18 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors H Nicholson, D L Mather, R A Anderson, D A Anderson, P Walton, L Deakin and A Farlow.

TC 83/18 Declarations of Interest

There were no declarations of interest.

TC 84/18 Minutes

Resolved that the minutes of the Ordinary Meeting of the Town Council held on 15th October 2018 be approved.

TC 85/18 Committees

Resolved that the minutes of the following Committees be approved and adopted:-

- a) Service & Amenities - 15th October 2018
- b) Resources - 15th October 2018

TC 86/18 Police Report

In the absence of a police representative, the Town Clerk presented details of the crime statistics for the month of October 2018.

A discussion took place regarding the increased demand on non-emergency police call handlers and also on the use of police sirens when responding to emergency calls, especially ASB calls.

A copy of the crime statistics report is attached to these Minutes.

Resolved:

Signed
Chairman

- a) that the report be received.
- b) that the Town Clerk seek clarification on the demand on police call handlers and the use of police sirens when responding to emergency calls and report back to the Town Council.

TC 87/18 Consultation on Updating the Disqualification Criteria for Councillors and Mayors

The Town Clerk informed Members that the Government had consulted on proposals to update the disqualification criteria for Councillors and Mayors which would make changes to, and prevent Councillors and Mayors from, being appointed when they had been found guilty of serious crimes.

Resolved that the report be noted and further details be provided once legislation had been introduced.

TC 88/18 Draft Code of Conduct for Employees – Policy and Procedure

The Town Clerk provided Members with a draft Employee Code of Conduct which provides guidance and support to individuals and sets out the standards expected of employees and provides a framework to promote best practice.

The Code would be applied to all employees employed by the Town Council including casual and seasonal staff.

Resolved that:

- a. the Code of Conduct for Employees be approved and adopted.
- b. all employees, including casual and seasonal, be provided with a copy of the Code and made aware of the need to comply with the Code.
- c. new employees be informed of the Code in recruitment and induction information.

TC 89/18 Draft Information Technology Policy

The Town Clerk provided Members with a draft Information Technology Policy to cover the security and use of all Shildon Town Council's information and IT equipment and includes the use of e-mail, internet and mobile IT equipment.

As part of the GDPR GAP Analysis document provided by Evolve North it was recommended that a policy be implemented to enforce regular password changes and to enforce a desktop lock-out policy to lock computers and these elements had been included in the policy.

Resolved that:

- a. the Information and Technology Policy be approved and adopted.

Signed
Chairman

- b. all employees who have access to a computer be provided with a copy of the Policy and made aware of the need to comply.
- c. new employees be informed of the Information Technology Policy in recruitment and induction information.

TC 90/18 Appreciations and Congratulations

Resolved that:

- a. the schedule of mayoral engagements and announcements by the Town Mayor be received and to note that the Town Mayor did not attend the Durham County Council Dinner on 2nd November.
- b. the letter of appreciation from Great North Air Ambulance be received.

Signed
Chairman