

## **Malmesbury Town Council**

### **Policy & Resources Committee**

#### **Report No 3 Town Clerk Mobile Phone**

##### **1. Purpose of the report**

To issue a mobile phone to our Town Clerk for business use.

##### **2. Background**

Over the last few months I have noticed many times when having a works phone would be more appropriate for our Town Clerk.

I feel very strongly that he should not be having to use his private phone for matters pertaining to the Town Council.

This phone number could then be distributed to a select few staff/Councillors, so as to be contactable in an emergency.

Recently I was put in a very awkward position, when a member of the public had arrange to collect items from the Town Hall left the previous evening and the doors were locked due the staff being upstairs and I was unable to make contact with them, I also needed access to robe up. When asked if I could not contact them, I had to inform the member of the public that we do not have access to staff private phone numbers.

The situation of keeping us waiting outside, could have been avoided.

The Town Clerk often needs to make confidential calls to people, and with the situation of a shared office, this is not practical, so hence, has to use his private phone, leaving his private number exposed to those callers.

The Town Clerk has also issued his private number to Wiltshire Council and Southern Electric for emergency contact purposes for the Festive Light's.

The phone would double up as a useful camera for evidencing and reporting on Councils matters such as open space damage, and for press releases.

It could also be used for monitoring and using the Councils social media sites e.g. Facebook and Twitter, and for promotional purposes if needed.

##### **3. Proposal**

That the Council supply a phone as soon as possible, which also enables him to keep his diary on. Although I knew we are in the process of updating our IT package, I don't feel we should wait for this to be completed.

##### **4. Risks / Financial Cost.**

There will be cost associated with this proposal in the region of £250 per annum plus and upfront cost of £30.

Example: Phone 6, 5GB Data, Unlimited UK minutes, Unlimited UK texts