

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL – POLICY & PERSONNEL COMMITTEE

Minutes of the Policy and Personnel Committee (PPC) of the Parish Council
held at **7.00pm on Thursday 18th July 2019 in Harpford Hall, Harpford.**

Present: Cllrs. Burhop (Acting-Chair), Bilenkyj, Carpenter, Chapman and Dalton.
Also present: Clerk, Paul Hayward.

No members of the public or press in attendance. Fire regulations outlined. No public forum.

PPC19/17	<p>To elect a Chair for the Policy and Personnel Committee. Cllr. Burhop proposed Cllr. Chapman who accepted nomination. Seconded by Cllr. Dalton. Resolved unanimously. Cllr. Chapman took the Chair.</p>
PPC19/18	<p>To elect a Vice-Chair of the Policy and Personnel Committee. Chair sought nominations. Cllr. Dalton proposed Cllr. Bilenkyj who accepted nomination. Seconded by Cllr. Burhop. Resolved unanimously.</p>
PPC19/19	<p>Apologies for absence: Cllrs. Tillotson. (Conflicting appointment). Noted and approved.</p>
PPC19/20	<p>To consider and, if thought fit, to approve minutes of the previous meeting held 19th March 2019:</p> <p>Proposed Cllr. Dalton. Resolved unanimously. Minutes were signed by Chair as a true record of that meeting. <i>No matters arising raised.</i></p>
PPC19/21	<p>To receive any declarations of interest: <i>All Committee members are members of the NPPFF Trustee Board by virtue of their elected office. None others declared.</i></p>
PPC19/22	<p>Business to be conducted:</p> <p>a) To consider draft Ethical Policy for the Parish Council: Cllr. Burhop proposed a revision to the draft policy document to include the avoidance of / purchase of single use plastics within Council where possible. Agreed. Adoption of substantive draft Ethical Policy proposed by Cllr. Burhop and seconded by Cllr. Carpenter. Resolved unanimously. Clerk: please note revision, amend accordingly and circulate substantive approved policy document with draft minutes. Please publish to Council's website.</p> <p>b) To consider Allotment Terms and Conditions, and Management Policy: Cllr. Burhop made several suggestions for revisions and additions to the Allotment Terms and Conditions. . It was proposed by Cllr. Carpenter that Clerk made these revisions to the existing Terms and Conditions document and circulate the substantive version to all members of PPC for their consideration and approval. The final version can then be formally adopted at the next PPC meeting. This was seconded by Cllr. Dalton and resolved unanimously. Clerk: Please make all relevant amendments and provide a copy of the new substantive T&C's to all PPC members when the minutes of this meeting are circulated for review.</p>

PPC19/22b) continued	It was further proposed by Cllr. Carpenter that the consideration of the Allotment Management Policy be deferred until Cllr. Tillotson was available to be consulted and could take part in any discussions and deliberations on that subject. Seconded by Cllr. Dalton. Resolved unanimously. Clerk: please add to next PPC agenda for consideration.
	c) To consider Policy Matrix / Review Timetable Having reviewed the current Policy Matrix (review timetable) document, Cllr. Burhop suggested that each member of the PPC agree to review one or two policies each prior to the next meeting and suggest amendments etc so that policies could all be reviewed in a timely and efficient manner. Each Councillor nominated two policies for review and these were to be sent to members as Word documents for their perusal and amendment (if so required). Policy Matrix updated accordingly. Clerk: Please note and action accordingly. Please add to next PPC agenda for further discussion.
PPC19/23	Matters considered as urgent by presiding Chair: Clerk was directed to email Chair with details of Council's Delegation Policy. Clerk: Please note and action accordingly.
PPC19/24	Date and time of next meeting: Clerk was asked to circulate some dates in October / November for the next PPC meeting. Clerk: Please note and action accordingly.
PPC19/25	This matter for consideration was not heard as no members of the public were present.
PPC19/26	This matter for consideration was not heard as there was no business to attend to.
	With no further business to conduct, the Chair closed the meeting at 8.30pm.

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Chair: _____

Date: _____