

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL – POLICY & PERSONNEL COMMITTEE

Minutes of the Policy and Personnel Committee (PPC) of the Parish Council held at **3.00pm**
on **Tuesday 19th February 2019** in **Pavilion Centre, Back Lane.**

Present: Cllrs. Dalton, Jeffery, Ranger & Zirker. Also present: Clerk, Paul Hayward.

No members of the public or press in attendance.

Fire regulations outlined. No public forum.

PPC19/01	<p>To elect a Chair for the Policy and Personnel Committee: Cllr. Jeffery proposed Cllr. Ranger for Chair. Seconded by Cllr. Zirker. Resolved 3/0/1 asbt. (VR) Cllr. Ranger was thereby elected Chair of the Policy and Personnel Committee.</p>
PPC19/02	<p>Apologies: Cllr. Tillotson. Noted and approved.</p>
PPC19/03	<p>To consider minutes of the previous meeting held 5th June 2018 (that meeting having been adjourned as inquorate):</p> <p>As the meeting was adjourned, there were no minutes to approve. Committee noted the adjournment and the Chair signed the adjournment statement.</p>
PPC19/04	<p>To receive any declarations of interest: None declared.</p>
PPC19/05	<p>Business to be conducted:</p> <p>a) To consider Policy Review Timetable as per Council’s prior resolution: It was felt by committee that an extraordinary meeting of the P&PC should be convened as soon after the May 2nd elections as possible, open to all Councillors, to provide information to any newly elected members as to the governance and administration of the Council and to formulate a workable timetable for continuous and progressive review of all policies to ensure that Council operated at the highest levels of governance and diligence. Unanimously agreed. Clerk: please note and diarise for after 2nd May elections to arrange.</p>
PPC19/05	<p>b) To consider review of Standing Orders in line with recent publication of 2018 NALC Model Standing Orders: After discussion, it was felt that members of committee needed more time to properly compare the model 2018 SO to the version used by the Council currently and Clerk was therefore directed to prepare a comparison document for circulation to all P&PC members, to be considered at the next convened P&PC meeting, tentatively scheduled for 19th March so as to ensure that an approved version could be provided as a working document for the new council post May 2nd elections. Clerk: Please note and action accordingly. Book venue for meeting.</p>
PPC19/05	<p>c) To consider policy regarding publication on Council’s social media platforms: It was proposed by Cllr. Zirker, seconded by Cllr. Jeffery, that an amendment be made to page 3 of the adopted Social Media Policy to remove the words “to the Chairman of the Council and of the Policy and Personnel Sub-Committee.” and replace with the words “to all members of Council”. Resolved unanimously. Clerk: Please amend adopted version and circulate to all Cllrs. with these draft minutes. Please amend the Policy Matrix to highlight the revision date.</p>

PPC19/05	<p>d) To consider Cemetery Fees payable for 2019/20: Committee considered the revenue from Cemetery fees in the current financial year and the expenditure necessary (excl. extraordinary works such as cemetery wall repairs). They also compared the parish fees to those set by the District Council Burial Authority. Amendments to reduce certain fees, and to increase others, were proposed by Chair and seconded by Cllr. Jeffery, together with minor wording amendments to the Rules and Regulations. Resolved 3/0/1 abst. (DZ) Clerk: Please make amendments to fees table and Regulations doc. and circulate to all members of Council with these draft minutes.</p>
PPC19/05	<p>e) To consider allotment fees for 2020/2021: <i>Cllr. Zirker declared a pecuniary interest in this matter as an allotment plot-holder</i> It was proposed by Chair, seconded by Cllr. Jeffery, that no increase in the current rent of £6 per quarter plot per annum be implemented for the financial year 2020/21. However, due to the increased water usage seen during 2018/19 as a result of the very dry summer period, the water charge is to rise from £3 per quarter plot per annum to £4, making a total charge of £10 per quarter plot; this increase to take effect from 1st April 2019. Resolved 3/0/0. Clerk: please communicate this increase in the water charges to all plot-holders when the new rent agreements are issued in March and also advise that plot rents are to be frozen for 2020/21 in the same correspondence.</p>
PPC19/05	<p>f) To consider matter of maximum allotment plot occupancy: It was proposed by Chair, seconded by Cllr. Jeffery, that the maximum plot occupancy per parish household be set at 6 quarter plots per annum in order to ensure availability for anyone wishing to take on an allotment plot within the parish. Resolved unan. <i>It was noted that no single plot-holder currently occupies more than 6 paid plots so no further action was required at the present time.</i> Clerk: please note and implement accordingly.</p>
PPC19/05	<p>g) To consider Business Continuity procedures and policy: This matter was deferred to the next P&PC meeting. It was noted that the subject had been discussed by Finance Committee as part of their Risk Assessment Review. Clerk: please note and diarise accordingly.</p>
PPC19/06	<p>Matters considered as urgent by presiding Chair: None.</p>
PPC19/07	<p>Date and time of next meeting: 19th March 2019 at the Pavilion Centre, 2pm.</p>
PPC19/08	<p>It was proposed that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by Local Government Act 1972, the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed. (P) Chair. (S) Cllr. Jeffery. Resolved unan.</p>

PPC19/09	<p>Confidential Business to be conducted in committee: <i>These minutes were prepared and circulated by Chair as Clerk left the room during discussions.</i></p> <p>i) The leave year started on 1st February 2019. Holiday leave was proposed for 4th-8th March inclusive. Proposed HJ, Seconded Chair. Unanimously agreed. Annual Leave Spreadsheet updated.</p> <p>ii) Staff appraisal arrangements had been circulated in advance of the meeting with timetable for completion. Proposed Chair, Seconded HJ. It was unanimously agreed that the timetable for actions be followed and the process will be completed prior to the end of March 2019.</p> <p>iii) Remuneration review The new NALC scale 2019/2020 had been circulated in advance of the meeting. It was proposed that the Clerk move up one increment, backdated to 1st February 2019 on the 2019/2020 NALC pay-scale, with a reminder that Clerk will earn a further increment on completion of his CILCA award.</p> <p>SCP Scale 29 is now SCP 23 - £26,470 - £14.03 ph. SCP Scale 30 is now SCP 24 - £27,358 - £14.50 ph.</p> <p>SCP 30 will bring the Clerk to LC2 (24-28) substantive benchmark range. See attached NALC National Salary Employment briefing 2019/2020. HJ proposed, LD seconded, unanimously agreed. To be confirmed in writing to the Clerk.</p> <p>iv) Workplace pension review/NEST/Superannuation Statutory Minimum contributions will increase from 1st April 2019. It was proposed that the Parish Council will pay the minimum employer's statutory contributions to Clerk's pension. Proposer HJ, Seconder LD. Unanimously agreed.</p> <p>With no further business to conduct, the Chair closed the meeting at 4pm.</p>
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Chair: _____

Date: _____