

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL – POLICY & PERSONNEL COMMITTEE

Minutes of the Policy and Personnel Committee (PPC) of the Parish Council held at **18.00hrs on
Wednesday 2nd August 2017 in Harpford Village Hall, Harpford**

Present: Chair, Cllr. V Ranger, Cllrs. Coppell, Jeffery, Tillotson & Zirker.
Clerk, Paul Hayward.

Also present, Cllrs. Dalton and Kemp. No members of the public or press in attendance.

Fire regulations outlined. No public forum.

354	<p>Apologies</p> <p>None. All members present.</p>
355	<p>Declarations of Interest</p> <p>All members present are, by definition, members of the NPPFF Trustee Board. Cllrs. Tillotson and Zirker declared a personal interest as allotment tenants (see minute entry 357)</p>
356	<p>Business to be conducted</p> <p>d) Website / Social Media Policy.</p> <p>Members discussed the need for a formal policy to cover both the content and administration of the website (currently undertaken by Clerk) and the potential uses (and pitfalls) of Social Media to disseminate Council news and information. Clerk: please research suitable policies and submit to next PPC for scrutiny. It was agreed that Cllr. Jeffery would pass the login details for the NPHPC Facebook page to Clerk, together with admin. Password, and Clerk would prepare a proposal for the best use of this facility. Clerk: please note and liaise accordingly. Chair suggested that Council creates and publishes a regular parish A4 flyer with Councillors contact details on one side, and a brief report and update on Council projects, achievements, consultations, events etc. Councillors were invited to send all content to Cllr. Ranger for collation and then a first draft can be circulated. Once finalised, this document can be linked to via the website and Facebook page and will form part of the Parish Councils <i>Statement of Community Engagement Policy</i>. Clerk: Please also add a “REPORT A PROBLEM” page to NPHPC website.</p> <p>The discussion then turned to a recently discovered website, published by a resident, which contained material which was felt to be both erroneous and possibly defamatory to the Councillors and staff named within. Advice from DALC was circulated which explained that, as a Council cannot be defamed in law, no corporate legal action was possible but that individual members of Council may wish to seek legal advice if they believed that they had been subject to defamatory comments within this website. It was agreed that the Clerk should write to the resident formally requesting that the incorrect information contained therein be removed with immediate effect and stressing that Council took the matter of personal defamation very seriously. However, in a conciliatory context, the resident was invited to come to the next full meeting of council to discuss their concerns and, if they so wished, address council accordingly. Clerk: please note and prepare suitable correspondence, for pre-approval by Chair/Vice-Chair (as available during this holiday period).</p>

357	<p>a) To consider policies and policy matters:</p> <p>i) Allotment Regulations. After discussion and revision, it was proposed (P) by Chair, and seconded (S) by Cllr. Coppell that the substantive policy be adopted by Council. 3/0/2 (DZ/MT did not vote). So resolved Clerk: please circulate policy to members, add to Policy Matrix, add to Policy Master File and upload dated copy to website.</p>
358	<p>ii) Awards, Gifts and Honours Policy. After discussion and revision, it was (P) by Chair, and (S) by Cllr. Coppell that the substantive policy be adopted by Council. 5/0. So resolved Clerk: please circulate policy to members, add to Policy Matrix, add to Policy Master File and upload dated copy to website.</p>
359	<p>iii) Statement of Intent as to Community Engagement. After discussion and revision, it was (P) by Chair, and (S) by Cllr. Jeffery that the substantive policy be adopted by Council. 5/0. So resolved Clerk: please circulate policy to members, add to Policy Matrix, add to Policy Master File and upload dated copy to website.</p>
360	<p>iv) Delegation Policy (Appendix A to Financial Regulations). After discussion and revision, it was (P) by Chair, and (S) by Cllr. Zirker that the substantive policy be adopted by Council. 5/0. So resolved Clerk: please circulate policy to members, add to Policy Matrix, add to Policy Master File and upload dated copy to website.</p>
361	<p>v) Dispensation Policy. After discussion and revision, it was (P) by Chair, and (S) by Cllr. Coppell that the substantive policy be adopted by Council. 5/0. So resolved Clerk: please circulate policy to members, add to Policy Matrix, add to Policy Master File and upload dated copy to website.</p>
362	<p>vi) Grant Award Policy. After considerable discussion and revision, it was (P) by Cllr. Zirker, and (S) by Cllr. Coppell that the policy adoption be deferred until the new year after such time as Finance Committee can consider implications of grant policy on Parish Council finances and agree an assessment procedure for grant applications. Clerk: please refer this matter to the next FC meeting on 12/9/17.</p>
363	<p>vii) Cash Handling Policy. After discussion and revision, it was (P) by Chair, and (S) by Cllr. Coppell that the substantive policy be adopted by Council with the addition of 2 appendices; a single-event cash tally sheet & a multi-event cash summary schedule. 5/0. So resolved Clerk: please circulate policy to members, add to Policy Matrix, add to Policy Master File and upload dated copy to website.</p>
364	<p>viii) Revised Code of Conduct. On the basis that this policy was being considered simply as a formality to include the date within the policy, it was (P) by Cllr. Jeffery, and (S) by Cllr. Coppell that the un-amended policy be re-adopted by Council. 5/0. So resolved Clerk: please amend date of policy, circulate policy to members, add to Policy Matrix, add to Policy Master File and upload dated copy to website.</p>

365	<p>ix) Cemetery Fees and Regulations. After discussion and revision, it was (P) by Chair, and (S) by Cllr. Coppell that the substantive policy be adopted by Council. 5/0. So resolved Clerk: please circulate policy to members, add to Policy Matrix, add to Policy Master File and upload dated copy to website.</p>
366	<p>b) To consider implications of new GDPR (General Data Protection Regulations) from May 2018.</p> <p>In light of the lateness of the hour, this matter was deferred until the next meeting of the PPSC. (P) Chair, (S) Cllr. Coppell. 5/0. So resolved. Clerk: Please note and add to next agenda.</p>
367	<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. Zirker. 5/0. So resolved.</p>
368	<p>Part B: Business to be considered in committee.</p> <p>c) Contractual arrangements for Service personnel. Details of service contracts were agreed upon together with terms. Clerk to liaise with parties concerned and prepare necessary paperwork for signature. Handyperson Contract (Minute entry ORD 333 refers)</p>
369	<p>Matters considered as urgent by presiding Chair.</p> <p>None</p>
370	<p>Date and time and venue of next meeting: Not decided. Clerk to liaise with committee Chair to arrange and publish agenda as per statutory requirements.</p> <p>With no further business to conduct, the Chairman closed the meeting at 8.10pm</p>

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Chairman: _____

Date: _____