

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL – POLICY & PERSONNEL SUB-COMMITTEE

Draft – YET TO BE APPROVED

Minutes of the Policy and Personnel Sub-Committee of the Parish Council held at **11.30am on
Wednesday 28th June 2017 in Harpford Village Hall, Harpford**

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

No members of the public or press in attendance.

Fire regulations outlined. No public forum.

1/5	<p>Apologies</p> <p>Cllrs. Coppell & Tillotson</p>
2/5	<p>Declarations of Interest</p> <p>Cllr. Jeffery declared an interest in agenda item 3/5 b) as she knew one of the applicants by sight but was not acquainted.</p>
3/5	<p>Business to be conducted</p> <p>a) To consider Cemetery Regulations and Fees Schedule as previously circulated. Proposed (P) Cllr. Ranger, Seconded (S) Cllr. Jeffery. 3/0/0 So adopted. Policy will be formally ratified when minutes approved by full council 24/7/17.</p> <p>b) To consider Grant Award Policy as previously circulated. Members considered policy as drafted by Clerk and made suggestions as to revisions and additions. Clerk to amend accordingly and recirculate to members of P&P Comm. for agreement at next meeting.</p> <p>c) To consider Gifts, Honours and Awards Policy Members considered policy as prepared by Clerk. It was agreed to circulate draft to all members of P&P Comm. and seek views / revisions for discussion at next meeting. Clerk: please note and action accordingly.</p> <p>d) To consider Allotment Regulations and Tenancy Agreement docm. A revised version of the Allotment Regulations is currently in use by Clerk and an addition was suggested to include a regulation that prohibits any sub-letting of plots by tenants without the prior written agreement of the Council. Clerk confirmed that all allotment rents were paid up to date and that a diary date of January 2018 had been set to send out payment requests and revised tenancy agreements for signature and return. Clerk: please amend policy as instructed and circulate to all members of P&P Comm. for final agreement and adoption at next meeting.</p> <p>e) To consider Cash Handling Policy Clerk was asked to draft a suitable policy to take into account all likely occasions when the parish council may be required to handle cash in the course of its activities. Clerk: please note and circulate draft when available to P&P members. cc. Chair of Finance Committee.</p>

	<p>f) To consider three new policies for adoption by council. Clerk presented 3 new policies for consideration; Statement of Community Engagement, Dispensation and Delegation. It was agreed that these docs. be circulated to all members of P&P Comm. for further consideration and review. Clerk: please action accordingly.</p> <p>g) To consider an Ethical Standards Policy for NPHPC. Chairman asked that this be considered as a matter of urgency and Cllr. Jeffery kindly volunteered to research and draft a suitably worded policy for consideration at a future meeting of the P&P Comm. Cllr. Jeffery: Action Point</p> <p>Furthermore, after discussion about policy adoption and monitoring in general by those present, it was suggested that Policy and Personnel Committee meet prior to the Annual Meeting of Council 2018 to review all extant policies at that time and thus allow presentation to full council as a Substantive agenda item for formal review and adoption. Clerk to timetable this meeting and co-ordinate with Annual Parish and Annual General meetings to ensure adequate time for review of said policies.</p> <p><i>It is 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.</i> Proposed Cllr. Jeffery, seconded Cllr. Ranger. 3/0. So resolved. The meeting passed into Part B – Committee session.</p> <p>h) Personnel Matters Staff contracts discussed and recommendations to full council agreed. Applicants for position of Handyperson considered. Cllr. Jeffery to prepare interview questions and liaise with Cllr. Ranger to organise a meeting with those shortlisted.</p>
4/5	<p>Matters considered as urgent by presiding Chairman</p> <p>None</p>
5/5	<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 12.45pm</p>

Chairman: _____

Date: _____