

# Newton Poppleford and Harpford Parish Council

## Notice of the Personnel & Policy Sub-Committee Meeting - 7th September 2017

All council meetings are open to members of the public and the press.  
(Public Bodies[Admission to Meetings] Act 1960)  
ALL MEETINGS MAY BE RECORDED BY MEMBERS OF THE PUBLIC.

Dear Councillors

You are summoned to a meeting of the Personnel & Policy Committee on Thursd. 7th September 2017 at 10.30am at Harpford Village Hall, Harpford, Newton Poppleford and Harpford Parish.

Paul Hayward, Clerk to the Council  
Date: 1st September 2017



### Public Forum

- a) Fire Regulations
- b) Questions and Representations from residents / parishioners

**This provides an opportunity for members of the public ( who are not usually permitted to speak during the council meeting other than by special invitation of the Chairman ) to participate prior to the meeting by asking questions, highlighting matters of concern or making representations regarding Newton Poppleford and Harpford parish.**

**No decisions can be taken on matters raised during this part of the meeting unless the subject is already an item on the published agenda.**

***Before speaking, please give your name and address to the Clerk.***

**No minutes will be produced for this part of the meeting.**

1/5 **To receive apologies for absence (LGA 1972 S.85 (1))**

2/5 **To receive any declarations of interest relating to items outlined in this agenda**  
*(this does not preclude the duty to declare further interests as applicable)*

3/5 **Business to be conducted:**

Action:

a) *To consider policies schedule and policy matters.*

- i) Appraisal / Training Policy
- ii) Play / Recreation Policy
- iii) Retention of Records Policy
- iv) Web / Social Media Policy
- v) Press and Media Policy
- vi) Ethical Policy
- vii) To review Policy Matrix.


***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.***

c) *Staff Matters - Superannuation*

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d) *Social Media / Website matters*

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4/5 **Matters considered as urgent by presiding Chairman.**

5/5 **Date and Time of next meeting:** To be convened as required.

*Under the Openness of Local Government Bodies Regulations 2014, members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful if you could let the Clerk or Chairman know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings. This permission does not extend to parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public*