

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of a meeting of the Policies & Personnel Committee which took place on Monday, 18th March 2024. At The Pavilion, Back Lane, Newton Poppleford.

Members present: Cllrs. Carpenter, Dalton, Malawana, Tillotson and Tribble

In attendance: Parish Clerk and two members of the public.

Public Forum

Chair opened the Public Forum at 7.00pm and outlined the Fire Regulations and evacuation procedure. A member of the public addressed the Committee about employment matters.

Action:

PPC23/018 **To consider Apologies for Absence and approve if accepted:**
Apologies for absence received from Cllr. Lipczynski were unanimously accepted and approved.

PPC23/019 **Declarations of interest from members / Dispensations afforded**
Cllr. Tillotson was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Annual Meeting of Council held on 22nd May 2023 . This dispensation applies until May 2027 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.

PPC23/020 **To consider and, if thought fit, approve the Minutes of the Policy & Personnel Committee held on 6th November 2023 as previously circulated to members:**
Chair proposed that the Minutes of the Meeting held on 6th November be approved and signed. Seconded by Cllr. Dalton and resolved unanimously.
i) Matters Arising from those Minutes:
Clerk advised that no action had been taken regarding Google Forms due to privacy and GDPR concerns.

PPC23/021 **To consider any matters listed on this Agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960 – see Agenda item PPC23/026**

PPC23/022 **Business to be conducted:**
a) **To consider a request by the Finance Committee to review and, if thought fit, amend Council's Financial Regulations:**
Amendments were drafted to clauses 4.4 and 7.3 to deal with issues raised by the Finance Committee. The revised document to be submitted to the next Finance Committee meeting with a recommendation to approve. Any revisions will require ratification by Full Council at the Annual Meeting of Council in May.
Clerk to note and action.
Chair to carry out a review the Terms of Reference of this committee to ensure that there is no conflict with the revised Financial Regulations.
b) **To review Physical and Management Risks as part of Council's Annual Risk Assessment:**

Clerk

Chair

- c) Small revisions and date changes were made to the Physical and Management Risks. It was agreed to amend the entry relating to the Public WC to reflect the ongoing review of the future of this facility.
Clerk to ask the Tree Consultant to recommend how regularly a Parish Tree Survey should be carried out.

Clerk

It was agreed to investigate the possibility of live-streaming Parish Council meetings in the future to increase public engagement. The revised document to be submitted to the next Finance Committee meeting with a recommendation to approve. The revised document will require ratification by Full Council.

Clerk to note and action.

Clerk

- d) **To consider allocation of policies for review as listed on the Council Policy Matrix:**

It was agreed that policies requiring review would be allocated to individual members of committee at the next meeting.

- e) **To review Council's Equal Opportunities Policy:**

Cllr. Malawana apologised for not having dealt with this in time for the meeting. **Held over to the next meeting.**

JM

- f) **To receive an update of Council's Emergency Plan:**

Noted that this is a work in progress and the document will be reviewed on a regular basis. A decision to be taken on the Primary Assembly Point once the location of emergency equipment is agreed. Chair noted that the landlord of The Cannon had agreed to store equipment on the premises but this may not be required if part of the WC building becomes a storage facility.

Clerk confirmed that some emergency equipment has now been purchased using the grant funding received from the Community Resilience Fund.

- g) **To consider the implementation of a Recordings Policy:**

Chair stated that, as Council now records most of its meetings, a policy setting out Council's obligations and duties is required. A draft policy had been circulated prior to this meeting. **Chair proposed that the PPC should recommend that this policy be adopted by Full Council at its next meeting. Seconded by Cllr. Tribble and resolved unanimously. Clerk to note and action.**

Clerk

Chair to review Records Retention Policy and Publications Policy to ensure audio recordings are included.

Chair

PPC23/023 **Matters considered as urgent for discussion by the Chair:**

None so considered.

PPC23/024 **Date and time and venue of next meeting:**

7.00pm on Monday, 1st July 2024 at the Pavilion, Back Lane, Newton Poppleford. It was agreed that poor disabled access to Harpford Hall made it an unsuitable meeting place.

PPC23/025 **Chair proposed that, under the provisions of the Public Bodies (Admission to Meetings) 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. Seconded by Cllr. Tribble and resolved unanimously.**

PPC23/026 **To consider Employment matters:**

- a) **To note the outcome and recommendations of Clerk's 2023 performance appraisal.**

A discussion took place about arrangements for future appraisals and it was felt that some amendments should be made to the Training, Development and Appraisal Policy to ensure that all members of the PPC

have the opportunity to contribute to the appraisal process. **Cllr. Tribble will circulate the policy to members of the committee for their comments.**

SPT

With reference to the recommendation contained in the Clerk's Appraisal for 2023-24 that the Clerk should receive an increase of one Scale Point (SCP), members of the PPC agreed that it was right for the Clerk to have been awarded this. However, while members also recognised that the Clerk was entitled to elect not to accept it, they understood the reasons why the Clerk wishes to do this and feel that it is regrettable that she feels that she needs to take this course of action.

With no further business to consider, the Chair declared the meeting closed at 8.55pm.

DRAFT