

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

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Notice of a meeting of the Policy & Personnel Committee

Members of this Committee: Cllrs. Chapman (Chair), Bilenkyj (Vice Chair), Burhop, Carpenter, Dalton and Tillotson

Dear Councillor,

You are summoned to a Meeting of the
Policy & Personnel Committee
taking place at The Pavilion, Back Lane, Newton Poppleford
at 8pm on Tuesday, 15th March 2022

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

Public Forum

- a) Fire Regulations, evacuation procedure and any current Covid-19 Compliance Guidance
- 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 on Planning Applications or by special invitation of the Chair) to participate before 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. No Minutes will be produced for this part of the meeting.

To consider the following business:

PPC21/011 **To consider apologies for absence and approve if accepted** (LGA 1972 S.85(1))

PPC21/012 **Declarations of interest from members / Dispensations afforded**

(this does not preclude the duty to declare further interests during the meeting as applicable)

Cllr. Tillotson was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 22/7/2019. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.

Cllr. Dalton was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 29/3/2021. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant.

PPC21/013 **To consider and, if thought fit, approve the Minutes of the Policy & Personnel Committee held on 22nd July 2021 as circulated to members**

- i) Matters Arising from those Minutes

- PPC21/014 **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 PPC21/019**
- PPC21/015 **Business to be conducted:**
- a) **To review proposed amendments to Allotments Terms & Conditions**
 - b) **To review of Council policies within matrix circulated**
 - i) Disciplinary and Grievance
 - ii) Training, Development and Appraisal
 - iii) Gifts, Awards and Honours
 - iv) Retention of Records
 - v) Complaints and Correspondence
 - vi) Press and Media Policy
- PPC21/016 **Matters considered as urgent by the Chair**
- PPC21/017 **Date and time of next meeting**
- PPC21/018 **It is 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.**
- PPC21/019 **To consider Employment issues in Committee session**
- a) To consider Clerk's Employment Terms & Conditions
 - b) To consider arrangements for the Clerk's performance appraisal

With no further business to consider, the Chair will declare the meeting closed.



Jacquie Baldwin, Clerk to the Parish Council

9th March 2022

Under the Openness of Local Government Bodies Regulations 2014, members of the public are now permitted to take photographs, video and audio record the proceedings and report on all Council meetings (including on social media). No prior notification is needed but it would be helpful if you could let the Clerk or Chair know beforehand if you wish to film or record so that arrangements can be made to provide reasonable facilities for you to undertake such activity. This permission does not extend to parts of meetings which are not open to the public and you will be required to remove all recording equipment prior to the Council entering committee session.