

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of a meeting of the Policy and Personnel Committee (PPC) of the Parish Council held at 7.30pm on Tuesday, 13th December 2022 at the Pavilion, Back Lane, Newton Poppleford.

Present: Cllrs. Burhop, Dalton, Lipczynski and Tillotson
Jacqui Baldwin, Parish Clerk

As no members of the public or press were in attendance no Public Forum took place.

Action

- PPC22/017 **To consider apologies for absence and approve if accepted (LGA 1972 S.85(1))**
Apologies received from Cllrs. Chapman and Carpenter were noted and approved. In the absence of Cllr. Chapman, Cllr. Burhop agreed to take the chair. Chair outlined the fire and evacuation procedures.
- PPC22/018 **Declarations of interest from members / Dispensations afforded**
All committee members are members of the NPPFF Trustee Board by virtue of their elected office.
Cllr. Tillotson 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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant.
- PPC22/019 **To consider and, if thought fit, approve the Minutes of the Policy & Personnel Committee held on 22nd September 2022 as circulated to members:**
Cllr. Lipczynski proposed that the Minutes be approved as drafted, seconded by Cllr. Dalton and unanimously resolved.
Matters Arising from those Minutes:
Noted that no guidance has been received regarding the use of compost toilets by those undergoing radiation treatment.
- PPC22/020 **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**
None so considered
- PPC22/021 **Business conducted:**
a) **To review Council policies within matrix circulated**
i) Press and Media Policy
Cllr. Lipczynski recommended that the Press and Media policy be re-adopted without amendment. Resolved unanimously.
Clerk to revise adoption date on the policy and update the Council website.
ii) Health & Safety

Clerk

In the absence of Cllr. Chapman this item to be carried forward to the next meeting.

Clerk

Clerk to note.

iii) Publication, Data Protection and FOI

In the absence of Cllr. Carpenter this item to be carried forward to the next meeting.

Clerk

Clerk to note.

iv) Expenses Policy

Cllr. Burhop proposed that an amendment be made to Clause 2 – Councillors Allowance to reflect that Councillors are entitled to an annual allowance to compensate for time spent on Council business. If claimed, allowances will be made via payments in May and October each year. Seconded by Cllr. Tillotson and resolved unanimously.

Clerk to amend accordingly and forward revised version to all members for ratification and adoption at the January ORD meeting.

Clerk

v) Cash Handling

Cllr. Burhop proposed that this policy document be amended by removal of the index but no substantive changes made.

Seconded by Cllr. Lipczynski and resolved unanimously.

Clerk to make the appropriate amendment, revise adoption date and update the Council website.

Clerk

vi) Grant Application and Award Policy

Cllr. Dalton did not propose any substantive changes to this policy but suggested that there had been a lack of oversight on the part of the Council with regard to the award of grants. **Cllr. Dalton proposed that, in future, the Finance Committee should carry out a quarterly review of grants awarded to ensure that funds have been used to benefit the community and that the benefit is commensurate with expenditure. As stated in the application document, Council should ask applicants to report back on the progress of their project and/or confirm the community benefit after project completion. Seconded by Cllr. Tillotson and resolved unanimously.**

Clerk

Clerk to note and action accordingly. Adoption date to be updated and policy uploaded to the Council website.

b) To consider allocation of policies for review at the next meeting

It was agreed that the following policies would be reviewed for consideration at the next meeting:

Cllr. Dalton – Equal Opportunities

Cllr. Lipczynski – Ethical Policy

Cllr. Burhop – Website and Social Media

PPC22/022

Matters considered as urgent by the Chair

None raised.

PPC22/023

Date and time of next meeting

7.30pm on 15th February 2023 at the Pavilion.

Clerk to note and publicise accordingly.

Clerk

With no further business to consider, the Chair declared the meeting closed at 8.45pm.

DRAFT