**NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL**

Minutes of a Meeting of the **Policy & Personnel Committee** which took place at Harpford Hall at 7.30pm on Wednesday, 15th February 2023.

**Present:** Cllrs. Chapman (Chair), Carpenter, Burhop and Lipczynski

Jacqui Baldwin, Parish Clerk

There being no members of the public present a Public Forum did not take place.

Prior to the start of the meeting Chair outlined the fire regulations and evacuation procedure.

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|  |  |  | **Action** |
| PPC23/001 |  | **To consider apologies for absence and approve if accepted** (LGA 1972 S.85(1)) |  |
|  |  | Apologies received from Cllrs. Dalton and Tillotson were noted and accepted. |  |
| PPC23/002 |  | **Declarations of interest from members / Dispensations afforded** |  |
|  |  | None received. |  |
| PPC23/003 |  | **To consider and, if thought fit, approve the Minutes of the Policy & Personnel Committee held on 13th December 2022 as circulated to members:**  **Chair proposed that the Minutes be approved and signed as a true reflection of the meeting. Seconded by Cllr. Burhop and resolved unanimously.** |  |
| PPC23/004 |  | **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 |  |
| PPC23/005 |  | **Business to be conducted:** |  |
|  |  | 1. **To review Management Risks as part of Council’s Annual Risk Assessment Review**   Noted that the PPC had been asked to carry out this review by the Finance Committee. It was agreed that the following recommendations should be proposed to the Finance Committee:   1. Members consent to receive Council Agendas by email to be obtained and renewed at the commencement of term of office (as per advice received from DALC). 2. That Council should acknowledge the lack of an Action Plan and make the preparation of such a plan a priority following the May elections. 3. That Council should consider the creation of a separate Planning Committee at the May Council meeting. 4. That the Emergency Plan will be reviewed at each meeting of the PPC.   **Clerk to note and add as a standard Agenda item**   1. That GDPR be added to the Policy Matrix for annual review.   **Clerk to note and action**  **Clerk to update the Annual Risk Assessment for consideration by the Finance Committee meeting on 20th February.** | **Clerk**  **Clerk**  **Clerk** |
|  |  | 1. **To review Council policies within matrix circulated:** 2. Health & Safety   Chair proposed that this policy be re-adopted without amendment. Unanimously approved.  **Clerk to revise adoption date and update the Council website.**   1. Publication, Data Protection and FOI   Cllr. Carpenter recommended that the Publication Policy be re-adopted without amendment. Minor amendments to the Data Protection Policy relating to grammar and presentation were proposed by Cllr. Carpenter and unanimously approved.  **Clerk to note amendments, revise adoption date and update the Council website**.   1. Equal Opportunities   In the absence of Cllr. Dalton this item to be carried forward to the next meeting.  **Clerk to note**   1. Ethical Policy   **Cllr. Lipczynski proposed that this policy be re-adopted without amendment. Unanimously approved.**  **Clerk to revise adoption date and update Council website.**   1. Website and Social Media   Cllr.Burhop proposed some minor amendments to this policy. It was agreed that, as social media is a fast-moving medium, this policy should continue to be reviewed on an annual basis.  **Clerk to note amendments, revise adoption date and update the Council website**.   1. MUGA Booking Policy   Members reviewed a draft document circulated prior to the meeting by the Clerk. **It was proposed by Cllr. Burhop that this policy should be submitted to Full Council for ratification. Seconded by Cllr. Lipczynski and resolved unanimously.**  **Clerk to note and action.**   1. **To consider allocation of policies for review at the next meeting**   It was noted that, with the exception of the Ethical Policy, all policies had been reviewed within the past 12 months. | **Clerk**  **Clerk**  **Clerk**  **Clerk**  **Clerk**  **Clerk** |
| PPC23/006 |  | **Matters considered as urgent by the Chair**  None raised. |  |
| PPC23/007 |  | **Date, time and venue of next meeting**  7.30pm on 1st June 2023 – venue confirmed as Harpford Hall.  **Clerk to note and publicise accordingly** | **Clerk** |

With no further business to consider, Chair declared the meeting closed at 9.30pm.