

Newton Poppleford and Harpford Parish Council

Notice of the Personnel & Policy Committee Meeting - 21st November 2019

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.

Members of this Committee:

Cllrs. Chapman (Chair), Bilenkyj (Vice-Chair), Burhop, Carpenter, Dalton and Tillotson

Dear Councillors

You are summoned to a meeting of the Personnel & Policy Committee on 21st November 2019 at 20.30hrs (8.30pm) at The Pavilion building, Back Lane

Paul Hayward, Clerk to the Council

Date: 14th November 2019



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 Chair) 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.

PPC19/27 **To receive apologies for absence (LGA 1972 S.85 (1))**

PPC19/28 **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)

Cllr. Tillotson was afforded a dispensation to discuss and vote upon matters pertaining to parish allotments at the Ordinary meeting held 22/7/19. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager.

PPC19/29 **To consider, and if thought fit, approve the minutes of the previous meeting of the Personnel and Policy Committee held 18th July 2019, as circulated.**

i) Matters arising from those minutes

PPC19/30

Business to be conducted:

Action:

a)

To consider matters pertaining to management of Council's allotment site

b)

To consider policy reviews as below:

- i)* Equal Opportunities Policy (MC)
- ii)* Health and Safety Policy (MC)
- iii)* Disciplinary and Grievance Policy (CBil.)
- iv)* Training Policy (CBil.)
- v)* Cash Handling Policy (CBur.)
- vi)* Expenses Policy (CBur.)
- vii)* Complaints Policy (LD)
- viii)* Cemetery Policy (LD)
- ix)* Retention of Records Policy (BC)
- x)* Publication Policy (BC)

c)

To consider review of remaining Council policies within matrix.

PPC19/31

Matters considered as urgent by presiding Chair.

PPC19/32

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

PPC19/33

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.

PPC19/34

To consider Employment Matters

- i) To consider arrangements for Clerk's Performance Appraisal 2019-2020*

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 Chair 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

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