

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL – POLICY & PERSONNEL COMMITTEE (PPC)

Minutes of the Policy and Personnel Committee (PPC) of the Parish Council
held at **8.00pm on Tuesday, 15th March in The Pavilion, Back Lane, NP.**

Present: Cllrs. Bilenkyj, Carpenter, Chapman (Chair) and Dalton
Also present: Clerk, Jacqui Baldwin.

No members of the public or press in attendance. No public forum. Fire regulations outlined.

PPC21/011	<p>Apologies for absence: Cllr. Burhop and Cllr. Tillotson. Noted and approved.</p>
PPC21/012	<p>To receive any declarations of interest: All Committee members are members of the NPPFF Trustee Board by virtue of their elected office.</p> <p>Cllr. Tillotson was afforded a dispensation * at the Ordinary meeting held 22/07/2019 to discuss and vote upon matters pertaining to parish allotments. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and tenant. * <i>Localism Act 2011 (s.33)</i></p> <p>Cllr. Dalton was afforded a dispensation * at the Ordinary meeting held 29/03/2021 to discuss and vote upon matters pertaining to parish allotments. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant. * <i>Localism Act 2011 (s.33)</i></p>
PPC21/013	<p>To consider and, if thought fit, to approve the Minutes of the previous meeting held on 22nd July 2021: Proposed by Cllr. Dalton. Seconded by Cllr. Carpenter. Resolved unanimously. The Minutes were signed by Cllr. Bilenkyj as Acting Chair of that meeting.</p>
PPC21/014	<p>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: It was proposed by Cllr. Chapman that discussion of Agenda item PPC21/019 should be deferred in the absence of Cllr. Burhop. Seconded by Cllr. Dalton. Resolved unanimously.</p>
PPC21/015	<p>Business to be conducted:</p>
a)	<p>To review proposed amendments to Allotments Terms and Conditions: It was proposed by Cllr. Bilenkyj that the Clerk should amalgamate the existing Allotment regulations with the NALC model Tenancy Agreement and circulate to PPC members for discussion prior to presentation to the full council for approval. Seconded by Cllr. Chapman. Resolved unanimously. Clerk to note and action.</p>
b)	<p>To review Council policies within matrix circulated: It was agreed that all policies should be presented in a standard format headed with the Parish Council crest. It was agreed that members of PPC would prioritise the policies marked in RED on</p>

	<p>the matrix previously circulated. Members agreed to review the policies as follows prior to the next meeting;</p> <p><i>Disciplinary and Grievance - Cllrs. Burhop & Chapman (Chair)</i> <i>Training, Development & Appraisal - Cllr. Bilenkyj (Vice-Chair)</i> <i>Gifts, Awards and Honours - Cllr. Tillotson</i> <i>Retention of Records and Emergency Plan - Cllr. Carpenter</i> <i>Complaints & Correspondence - Cllr. Dalton</i></p> <p>Clerk was asked to obtain and circulate NALC templates where possible and, in any event, to circulate Word versions of existing policies detailed above to facilitate editing. Clerk to note and action.</p>
PPC21/016	<p>Matters considered as urgent by presiding (Acting) Chair: None raised.</p>
PPC21/017	<p>Date and time of next meeting: Tuesday, 12th July 2022 at 8.00pm in the Pavilion.</p>
PPC21/018	<p>This matter for consideration was not heard as no members of the public were present.</p>
PPC21/019	<p>To consider employment matters in committee: Deferred until the next meeting as noted at PPC21/014</p>
	<p>With no further business to conduct, the Chair closed the meeting at 9.10pm.</p>

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Acting Chair: _____

Date: _____