



**Minutes of the meeting of the Policy, Procedures and Staffing Committee.
Held at Michael King Pavilion, Recreation Ground
Main Road, Colden Common, SO21 1RR,
on Wednesday, 4th January 2023 at 7pm**

Present: Cllr Maggie Hill (Chair)
Cllr Richard Izard
Cllr Hazel Crosthwaite
Cllr Rob Veck (at item 12/22)
Cllr Shaun Byrne

Apologies: None

In attendance Debbie Harding (Clerk)

P01/22 To receive any apologies for absence.

P02/22 To elect a Chairman for the Committee and receive their declaration of acceptance of office

Cllr Richard Izard proposed Cllr Maggie Hill as Chairman of the Committee, seconded by Cllr Shaun Byrne and carried. Cllr Hill signed the declaration of acceptance of office.

P03/22 To elect a Vice-Chairman for the Committee and receive their declaration of acceptance of office

Cllr Maggie Hill proposed Cllr Richard Izard as Vice Chairman of the Committee, seconded by Cllr Shaun Byrne and carried. Cllr Izard signed the declaration of acceptance of office

P04/22 To receive any declarations of interest related to subsequent agenda items.

No declarations of interest were made.

P05/22 To resolve to approve and sign the minutes of the meeting of the Policy, Procedure and Staffing Committee held on the 31st of March 2021 as an accurate record of the meeting.

It was resolved to accept the minutes as an accurate record of the meeting held on the 8th November 2021, proposed by Cllr Richard Izard, seconded by Cllr Shaun Byrne and carried.

It was resolved to accept the confidential notes as an accurate record of the meeting held on the 8th November 2021, proposed by Cllr Richard Izard, seconded by Cllr Shaun Byrne and carried.

P06/21 To receive an update from the Clerk on any matters (for information only)

No update was given

P07/21 To consider recommending to Full Council an investment policy

It was resolved to recommend adoption of this policy to the Parish Council, proposed by Cllr Hazel Crosthwaite, seconded by Cllr Shaun Byrne and carried.

P08/21 To consider recommending to Full Council a revised complaints policy

It was resolved to recommend adoption of this policy to the Parish Council, proposed by Cllr Shaun Bryne, seconded by Cllr Richard Izard and carried.

P09/22 To review existing policies and discuss any possible changes for recommendation to the Full Council.

The Parish Council policies were reviewed, and some changes were made to

- Policy 28 – Open space use policy

4.1 add section to the sentence (shown below in bold italics)

Outside of a community event, requests for food sales will be refused, ***unless the Clerk feels the community benefit is such that an exception to this policy is worthy of a discussion and debate at Full Council***

- Policy 35 - Anti-Corruption, Fraud & Bribery

1.5 Add after any person, **or the Parish Council** to act inappropriately

With those changes, it was resolved to recommend to the Parish Council that the policies are all re-adopted, proposed by Cllr Maggie Hill, seconded by Cllr Shaun Byrne and carried.

It was agreed that the policies a ¼ of the policies would be circulated quarterly, on a rota basis, via e-mail for review by the Committee. If any changes are required a meeting would be convened to discuss formally.

P10/22 To consider any matters for future agendas

- Consider implementation of a quality / lesson learnt process
- Review grant policy in relation to consideration of adding climate change on the scoring evaluation

P11/22 To resolve to close the meeting to members of the public to discuss matters in relation to employment contracts which are confidential

No members of public were present, so no resolution was made.

P12/21 To make a recommendation to Full Council for salary increases for the Asst Clerk and the Caretaker for the year 1st April 2022 to 31st March 2023

To make a recommendation for salary increases for salary increases for the Asst Clerk and Caretaker for the year 1st April 2023 to 31st March 24

It was resolved to make recommendation to Full Council in regard to changes in the Assistant Clerk and Caretakers Salary for the year 1st April 2022 to 31st March 2023, and 1st April 2023 to 31st March 2024. The detail of which is contained in a confidential note.