

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
THURSDAY, 22ND MARCH 2018 AT 10.30AM IN THE
PARISH OFFICE, COLDEN COMMON COMMUNITY CENTRE, COLDEN COMMON

Present Cllr Maggie Hill
Cllr Richard Izard

Cllr Ron Hancock
Cllr Alex Loughran

Apologies

In attendance Debbie Harding (Clerk)
0 Members of the public

P 20/17 APOLOGIES FOR ABSENCE

All members of the Committee were present

**P 21/17 TO RECEIVE ANY COUNCILLOR DECLARATIONS OF
PECUNIARY OR NON-PECUNIARY INTERESTS, IN RELATION TO
ANY ITEMS ON THE AGENDA**

No declarations of interest were made

**P 22/17 TO RESOLVE TO EXCLUDE THE PUBLIC FROM AGENDA ITEMS
33/17 – 36/17 AS THE BUSINESS BEING DISCUSSED IS
REGARDING CONDITIONS OF EMPLOYMENT WHICH ARE OF A
CONFIDENTIAL NATURE.**

No members of the public were present, but it was resolved to discuss agenda item 34/17 to 36/17 under a confidential minute as the matter discussed are in relation to employment contracts which are of a confidential nature. Proposed by Cllr Hill, seconded by Cllr Izard and carried.

**P 23/17 TO AGREE THE ACCURACY OF THE MINUTES OF THE MEETING
HELD ON THE 27TH JULY 2017**

The previously circulated minutes of the Policy and Procedures Committee 27th July 2018 were considered. It was resolved to accept these minutes as an accurate record of the meeting, proposed by Cllr Richard Izard, seconded by Cllr Loughran and carried. Cllr Hancock abstained

**P 24/17 TO AGREE THE ACCURACY OF THE CONFIDENTIAL MINUTES
OF THE MEETING HELD ON THE 27TH JULY 2017**

The previously circulated confidential minutes of the Policy and Procedures Committee 27th July 2018 were considered. It was resolved to accept these minutes as an accurate record of the meeting, proposed by Cllr Loughran seconded by Cllr Izard and carried. Cllr Hancock abstained

P 25/17 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public were present

P 26/17 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

A policy on encroachment of land and unauthorised occupation is outstanding

**P 27/17 TO REVIEW THE JURY SERVICE, PARENTAL LEAVE POLICIES
AND RECOMMEND RE-ADOPTION TO THE FULL PARISH
COUNCIL**

The policies on jury service and parental leave were reviewed, amended and recommended for re-adoption, proposed by Cllr Hill, seconded by Cllr Izard and carried.

**P 28/17 TO REVIEW THE GRANT SCORING MATRIX AND MAKE ANY
RECOMMENDATIONS FOR CHANGES TO THE FULL PARISH
COUNCIL**

**TO CONSIDER MAKING A RECOMMENDATION TO THE PARISH
COUNCIL REGARDING STANDING ORDERS FOR GRANTS TO
THE WOODPECKERS ENVIRONMENTAL GROUP, CHURCH YARD
BURIAL FUND AND CCCA FOR THE PARISH NEWSLETTER**

It was agreed that instead of scoring 10, 5 or 0 points under the criteria already adopted that Councillors could award points within "bands" i.e. award points between 6-10, 1-5 or zero.

It was also agreed to recommend to the Parish Council that Woodpeckers, the Church Burial ground and the CCCA would not be required to apply for a grant, they should be granted this year and further resolved annually as part of the budget process.

The grants recommended for this year being £1200 for the Churchyard (and £1,000 each year after), £400 for Woodpeckers environmental group and £2500.00 for the Colden Common Community Association for the newsletter. It was resolved to make these recommendations to the Full Parish Council, proposed by Cllr Hill, seconded by Cllr Hancock and carried.

P 29/17 TO CONSIDER A SICKNESS MANAGEMENT POLICY AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ITS ADOPTION.

A sickness management policy was considered, changes made and recommended for adoption by the Parish Council, proposed by Cllr Hill. Seconded by Cllr Loughran and carried.

P 30/17 TO CONSIDER OTHER POLICIES THAT REQUIRED DRAFTING AND ADOPTION RELEVANT TO CCPC IN THE FUTURE

The following policies to be drafted prior to the next meeting

- VDU policy
- Pension policy
- Unauthorised occupation of Parish Council land
- Encroachment of Parish Council land
- GDPR
- Document retention policy

P 31/17 AGREE THE AGENDA ITEMS FOR THE NEXT MEETING

No other matters were raised for the next meeting.

P 32/17 TO REVIEW THE COMPANY VAN POLICY AND RESOLVE SOME "RULES" AS TO COMPANY VAN USE IF CHOSEN BY THE EMPLOYEE AS A TAXABLE BENEFIT

The Company vehicle policy was reviewed, and changes recommended for adoption by the Parish Council, proposed by Cllr Maggie Hill, seconded by Cllr Izzard and carried.

P 33/17 THE MEETING TO CLOSE TO MEMBERS SO THE PUBLIC AS THE BUSINESS BEING DISCUSSED IS REGARDING CONDITIONS OF EMPLOYMENT WHICH ARE OF A CONFIDENTIAL NATURE TO DISCUSS AND CONDUCT A REVIEW OF CONDITIONS OF EMPLOYMENT.

No members of the public were present, but agenda items P34/17 to P36/17 are held under a confidential minute.

P 34/17 TO MAKE RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ANY CHANGES TO REMUNERATION IN EMPLOYMENT CONTRACTS FROM 1ST APRIL 2018

Recommendations were made to the Full Parish Council in respect of the pay reviews for Parish Council employees from 1st April 2018.

The details of which are contained in a confidential minute.

**P 35/17 TO CONSIDER A RECOMMENDATION TO THE PARISH COUNCIL
TO CONSIDER CONTRACTORS TO REPLACE THE VACANT
POSITION OF ASSISTANT GROUNDSMAN AND CONDUCT A COST
BENEFIT ANALYSIS**

The costs of employing an assistant groundman and associated pension, NI and holidays costs were considered and contained in a confidential minute. It was agreed that a cost benefit analysis on the merits of replacing the Assistant Groundsman role with a contractor was not fully possible, until a tender has been received.

**P 36/17 TO REVIEW A DRAFT TENDER DOCUMENT FOR GROUNDS
MAINTENANCE AND MAKE A RECOMMENDATION TO THE FULL
PARISH COUNCIL.**

It was agreed to send out the tender produced by the Clerk with a short closing date of Friday 6th April. Tenders received will be presented to the Parish Council for consideration on Monday 9th April 2018, with the Parish Council to consider delegation of authority. Proposed by Cllr Maggie Hill, seconded by Cllr Izard and carried.

P 37/17 THE MEETING TO CLOSE

The meeting closed.