

**COLDEN COMMON PARISH COUNCIL**  
**MINUTES OF THE POLICY AND PROCEDURES COMMITTEE**  
**HELD ON WEDNESDAY, 26<sup>th</sup> JULY 2017 IN THE**  
**PARISH OFFICE, COLDEN COMMON COMMUNITY CENTRE**  
**ST VIGOR WAY, COLDEN COMMON**

**Present** Cllr Maggie Hill  
Cllr Richard Izard

Cllr Jean Bligdon  
Cllr Alex Loughran

**Apologies**

**In attendance** Debbie Harding (Clerk)

**PP01/17 APOLOGIES**

No apologies were received.

**PP02/17 TO ELECT A CHAIRMAN FOR THE COMMITTEE AND RECEIVE THEIR DECLARATION OF OFFICE**

*Cllr Bligdon nominated Cllr Hill as Chair of the Policy and Procedures Committee, seconded by Cllr Izard and carried. Cllr Hill signed her declaration of acceptance of office.*

**PP03/17 TO ELECT A VICE-CHAIRMAN FOR THE COMMITTEE AND RECEIVE THEIR DECLARATION OF OFFICE**

*Cllr Hill nominated Cllr Izard as Vice-Chair of the Policy and Procedures Committee, seconded by Cllr Alex Loughran, seconded by Cllr Jean Bligdon and carried. Cllr Izard signed his declaration of acceptance of office.*

**PP04/17 DECLARATIONS OF INTEREST**

No declarations of interest were declared

**PP05/17 TO RESOLVE TO EXCLUDE THE PUBLIC FROM AGENDA ITEM 19/17 AS THE BUSINESS BEING DISCUSSED IS REGARDING STAFF APPRAISALS AND REVIEWING CONDITIONS OF EMPLOYMENT WHICH ARE OF A CONFIDENTIAL NATURE.**

*It was resolved to exclude members of the public from agenda item 05/17 due to the confidential nature of the matters being discussed. Proposed by Cllr Hill, seconded by Cllr Bligdon and carried.*

**PP06/17 TO AGREE THE ACCURACY OF THE MINUTES OF THE MEETING HELD ON THE 12<sup>TH</sup> OCTOBER 2017**

*It was resolved to accept the minutes of the meeting held on the 12<sup>th</sup> October 2017 is an accurate record of the meeting, proposed by Cllr Hill and carried.*

**PP07/17 TO RECEIVE ANY UPDATES FROM THE MINUTES OF THE LAST MEETING**

No updates were outstanding

**PP08/17 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were present

**PP09/17 TO CONSIDER RE-NAMING THE COMMITTEE TO “POLICY, PROCEDURES AND STAFFING COMMITTEE” AND RECOMMEND THE CHANGE TO THE FULL PARISH COUNCIL**

It was agreed that renaming the Committee to Policy, Procedures and Staffing Committee was more fitting to terms of reference and provided more flexible in using members of the Committee for employment procedural matters such as grievances and disciplinary hearings. ***It was resolved therefore to recommend to the Full Parish Council to change the name of the Committee to the Policy, Procedures and Staffing Committee, proposed by Cllr Maggie Hill and Cllr Loughran and carried.***

**PP10/17 TO CONSIDER AN OPEN SPACE POLICY FOR GOLDEN COMMON PARISH COUNCIL AND RECOMMEND IT TO THE FULL PARISH COUNCIL FOR ADOPTION.**

The draft open space policy was circulated prior to the meeting.

In addition to the general policy, it was resolved to seek legal advice on what steps the council should take in the event of encroachment onto Parish Council land. For example, moving parish boundaries or placing items (such as sheds on Parish Council land). The Clerk to seek legal advice on a process in dealing with these matters. It agreed to write a separate policy for encroachment of land, including unauthorised occupation.

***It was resolved to recommend to the Parish Council to adopt an Open Space policy, proposed by Cllr Maggie Hill, seconded by Cllr Bligdon and carried.***

**PP11/17 TO CONSIDER A COMPANY VEHICLE POLICY FOR GOLDEN COMMON PARISH COUNCIL AND RECOMMEND IT TO THE FULL PARISH COUNCIL FOR ADOPTION.**

The company vehicle policy was circulated prior to the meeting.  
The policy was reviewed in detail and some changes were made.

***It was resolved to recommend to the Parish Council to adopt a company vehicle policy, proposed by Cllr Maggie Hill, seconded by Cllr Bligdon and carried.***

**PP12/17 TO CONSIDER A DISCIPLINARY PROCEDURE FOR GOLDEN COMMON PARISH COUNCIL AND RECOMMEND IT TO THE FULL PARISH COUNCIL FOR ADOPTION.**

The disciplinary procedure company was circulated prior to the meeting.  
Both were agreed with amendments on panel member composition.

***It was resolved to recommend to the Parish Council to adopt a disciplinary, proposed by Cllr Maggie Hill, seconded by Cllr Bligdon and carried.***

**PP13/17 TO CONSIDER A GRIEVANCE PROCEDURE FOR COLDEN COMMON PARISH COUNCIL AND RECOMMEND IT TO THE FULL PARISH COUNCIL FOR ADOPTION.**

A grievance procedure company was circulated prior to the meeting. C Both were agreed with amendments on panel member composition.

*It was resolved to recommend to the Parish Council to adopt a grievance procedure, proposed by Cllr Maggie Hill, seconded by Cllr Bligdon and carried.*

**PP14/17 TO CONSIDER A PERFORMANCE MANAGEMENT POLICY FOR COLDEN COMMON PARISH COUNCIL AND RECOMMEND IT TO THE FULL PARISH COUNCIL FOR ADOPTION.**

The performance management policy was circulated prior to the meeting.

*It was resolved to recommend to the Parish Council to adopt a performance management policy, proposed by Cllr Maggie Hill, seconded by Cllr Bligdon and carried.*

**PP15/17 TO CONSIDER A GRANT APPLICATION PROCESS AND POLICY**

Two grant application forms the Parish Council has used previously were reviewed at the meeting.

It was felt that the previously used criteria could be adapted into a grant policy.

It was agreed that the policy should state that the Finance Committee should review grants in the first instance and make recommendations to the Full Parish Council for awards. This to be reflected in the grant policy which Cllr Hill agreed to draft for the next meeting.

Maggie

It was also agreed that the Clerk would draft a scoring matrix, the aim of which is to assist the Finance Committee in reviewing the applications in an open forum, and apply a fair and transparent process for awarding grants, particularly important when awarding one organisation a grant over another organisation.

Clerk

The policy and scoring matrix will be reviewed at the next meeting.

**PP16/17 TO REVIEW THE FOLLOWING POLICIES, INCLUDING REVISION PERIODS, AND RECOMMEND THEM (WITH AMENDMENTS AS REQUIRED) FOR ADOPTION BY THE FULL PARISH COUNCIL**

posting of agendas, minutes etc  
recruitment and selection  
tree and hedge policy  
lone working policy

volunteer agreement  
volunteer policy  
protocol of press and public reporting  
complaint procedure  
co-option to the council

The above policies were reviewed. It agreed that the volunteer agreement formed part of the volunteer policy.

***It was resolved to recommend to the Parish Council to re-adopt the above policies, proposed by Cllr Maggie Hill, seconded by Cllr Bligdon and carried.***

It was agreed to purchase a personal alarm for use when the Clerk is in the Parish Office.

**PP17/17 TO CONSIDER OTHER POLICIES NEEDING ADOPTION RELEVANT TO CCPC IN THE FUTURE**

It was agreed that the following policies should be reviewed at the next meeting

- Grant policy
- Travellers and unauthorised occupation of Parish Council open spaces
- Health and Safety policy
- Pension policy

**PP18/17 AGREE THE AGENDA ITEMS FOR THE NEXT MEETING**

No other matters were raised

**PP1/17 TO MAKE RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ANY CHANGES IN EMPLOYMENT CONTRACTS.**

Salaries were reviewed for the Parish Council employees, recommendations were made to the Full Parish Council at the September meeting, the details of which are held under a confidential minute.