

**COLDEN COMMON PARISH COUNCIL**  
**MINUTES OF THE POLICY AND PROCEDURES COMMITTEE**  
**HELD ON WEDNESDAY 1<sup>ST</sup> JULY 2015 IN THE**  
**RECREATION GROUND PAVILION, MAIN ROAD, COLDEN COMMON**

**Present** Cllr Maggie Hill (Chair) Cllr Bligdon  
Cllr Richard Izard (arrived at item 09/15) Cllr Hancock  
Cllr Stevenson

**Apologies** Cllr Izard (advised he would be late)  
**In attendance** Debbie Harding (Clerk)  
Cllr Steve Badham

**PP01/15 APOLOGIES**

Apologies were received and noted above.

**PP02/15 DECLARATIONS OF INTEREST**

No declarations of interest were declared

**PP03/15 TO RECEIVE CLLR BROWN'S RESIGNATION FROM THE COMMITTEE**

Cllr Brown's resignation from this committee was noted due to working commitments.

**PP04/15 TO ELECT A CHAIR FOR THE COMMITTEE AND RECEIVE THEIR DECLARATION OF OFFICE.**

Cllr Jean Bligdon nominated Cllr Maggie Hill as Chair of the Committee, seconded by Cllr Jill Stevenson and carried.

**PP05/15 TO ELECT A VICE-CHAIR FOR THE COMMITTEE AND RECEIVE THEIR DECLARATION OF OFFICE.**

Cllr Maggie Hill nominated Cllr Ron Hancock as Vice-Chair of the Committee, seconded by Cllr Jean Bligdon and carried.

**PP06/15 TO AGREE THE ACCURACY OF THE MINUTES OF THE MEETING HELD ON THE 10TH MARCH 2015**

It was resolved to accept the minutes of the meeting held on the 10<sup>th</sup> March 2015 as an accurate record of the meeting, proposed by Cllr Hill and carried. Cllr's Stevenson, Hancock and Bligdon abstained.

**PP07/15 TO RECEIVE ANY UPDATES FROM THE MINUTES OF THE LAST MEETING**

The volunteer agreement needs to be signed by Derek Brunger and the Kelly's. WCC have agreed to map the Parish Council open spaces on the GIS mapping system

Clerk

**PP08/15 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were present

**PP09/15 TO CONSIDER A COMPLAINTS POLICY AND RECOMMEND ITS ADOPTION TO THE FULL PARISH COUNCIL.**

A draft complaints policy was distributed prior to the meeting. Some changes were made including an indication of a response time, that complaints must be in writing and that anonymous complaints will not be investigated.

***Subject to those changes, it was resolved to recommend to the Full Parish Council that this complaints policy be adopted, proposed by Cllr Hill, seconded by Cllr Bligdon and carried.***

**PP10/15 TO CONSIDER A PROTOCOL FOR PUBLIC AND PRESS REPORTING AT COUNCIL MEETINGS AND RECOMMEND IT TO THE FULL PARISH COUNCIL AS AN ANNEX TO STANDING ORDER 3L**

A draft protocol for public and press reporting at Council meetings was distributed prior to the meeting.

After discussion it was agreed that should any meetings be recorded by a member of the public or the press, the Parish Council will also take their own recording.

***Subject to that amendment, it was resolved to recommend that this protocol be adopted by the Parish Council as an annex to standing order 3L, proposed by Cllr Maggie Hill, seconded by Cllr Stevenson and carried.***

**PP11/15 TO CONSIDER A PERSON SPECIFICATION TO ASSIST IN CO-OPTION TO THE COUNCIL AND RECOMMEND IT TO THE FULL PARISH COUNCIL FOR ADOPTION**

An NALC recommended person specification to assist in co-option to the Council was reviewed.

The competency section in relation to desirable A Level / Degree education was debated and replaced with "a good standard of education"

***Subject to that amendment, it was resolved to recommend to the Full Parish Council that this person specification be adopted, proposed by Cllr Hill, seconded by Cllr Jill Stevenson and carried***

**PP12/15 TO REVIEW THE POLICY IN RELATION TO POSTING OF AGENDAS, STATUS OF MINUTES AND PUBLICATION OF PAPERS PRIOR TO MEETINGS AND RECOMMEND IT TO THE FULL PARISH COUNCIL FOR RE-ADOPTION**

***The Policy and Procedures Committee recommend to the Parish Council to re-adopt this policy unchanged, Proposed by Cllr Maggie Hill, seconded by Cllr Jill Stevenson and carried.***

**PP13/15**    **TO DISCUSS AND DEBATE THE NEED FOR HAVING AN DEDICATED PARISH COUNCIL OFFICE**

It was confirmed that Cllr's Badham, Hill and Izard have a meeting this evening with three Colden Common Community Centre Trustees. The meeting is to discuss the impact assessment which the CCCC have undertaken on the possible use of different rooms as a Parish Council Office. This matter is on the agenda at the Parish Council meeting next week.

Cllr Hill

**PP14/15**    To consider a confidential matter which is exempt under Schedule 12A of the Local Government Act 1972

**Confidential Item –**

- To discuss an allegation from a member of the public regarding the Council's lawfulness and consider recommending action to the Full Parish Council

A draft letter was produced. Some changes were made. ***Subject to these changes it is the recommendation of this Committee that the Full Parish Council approve the letter to be sent to the member of the public from the Parish Council as a body. Proposed by Cllr Maggie Hill, seconded by Cllr Stevenson and carried.***

**PP15/14**    **DATE OF THE NEXT MEETING**

The next meeting is planned for 14<sup>th</sup> October 2015  
Cllr Hancock gave his apologies for this meeting.