

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
WEDNESDAY, 20th MARCH 2019 AT 11.15AM 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 01/18 APOLOGIES FOR ABSENCE

All members of the Committee were present

P 02/18 TO ELECT A CHAIRMAN FOR THE COMMITTEE AND RECEIVE THEIR DECLARATION OF OFFICE

Cllr Richard Izard proposed Cllr Maggie Hill to be elected at Chair of the Committee, seconded by Cllr Loughran and carried.

Cllr Maggie Hill signed her declaration of office.

P 03/18 TO ELECT A VICE -CHAIRMAN FOR THE COMMITTEE AND RECEIVE THEIR DECLARATION OF OFFICE

Cllr Loughran proposed Cllr Izard to be elected as Vice-Chair of the Committee, seconded by Cllr Hill and carried.

Cllr Richard Izard signed his declaration of office.

P 04/18 TO RECEIVE ANY COUNCILLOR DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS, IN RELATION TO ANY ITEMS ON THE AGENDA

No Councillor declarations of interest were made.

The Clerk will leave the room when matters in relation to her employment contract are discussed.

P 05/18 TO AGREE THE ACCURACY OF THE MINUTES OF THE MEETING HELD ON THE 22ND MARCH 2018

It was resolved to accept the minutes as an accurate record of the meeting, proposed by Cllr Maggie Hill, seconded by Cllr Izard and carried. Cllr Hill signed and dated the minutes.

P 06/18 TO AGREE THE ACCURACY OF THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON THE 22ND MARCH 2018

It was resolved to accept the confidential minutes as an accurate record of the meeting, proposed by Cllr Maggie Hill, seconded by Cllr Izard and carried. Cllr Hill signed and dated the minutes.

P 07/18 PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960

TO RESOLVE TO EXCLUDE THE PUBLIC FROM AGENDA ITEM P07/18 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 P16/18 under a confidential minute as the matter discussed are in relation to employment contracts which are of a confidential nature. Proposed by Cllr Maggie Hill, seconded by Cllr Richard Izard and carried.

P 08/17 TO RECEIVE ANY UPDATES FROM THE MINUTES OF THE LAST MEETING

No matters were raised

P 09/17 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public attended the meeting.

P 10/18 TO REVIEW THE COMMUNICATIONS AND MEDIA, OPEN SPACE, GRIEVANCE AND DISCIPLINARY POLICIES AND RECOMMEND RE-ADOPTION TO THE FULL PARISH COUNCIL

The policies were reviewed with some enhancements to the Communications policy to include social media. The open space policy has no changes, but the grievance and disciplinary policies were separated into two separate documents.

It was resolved to recommend to the Full Parish Council that the Communications , Open Space and Grievance policies be adopted, proposed by Cllr Maggie Hill, seconded by Cllr Alex Loughran and Carried.

It was resolved to recommend to the Full Parish Council that the disciplinary Policy be adopted, proposed by Cllr Maggie Hill, seconded by Cllr Richard Izard and Carried.

P 11/18 TO CONSIDER A DISPLAY SCREEN EQUIPMENT (DSE) POLICY AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ITS ADOPTION

It was resolved to recommend a Display Screen Equipment policy for adoption by the Parish Council, proposed by Cllr Maggie Hill, seconded by Cllr Richard Izard and carried.

P 12/18 **TO CONSIDER THE REMOVAL OF THE COMPANY VAN POLICY AND RECOMMEND ITS UN-ADOPTION TO THE FULL PARISH COUNCIL**

Despite the Council no longer having a company vehicle, it was resolved to leave the policy adopted by the Council, in case it is required in the future.

P 13/18 **TO CONSIDER OTHER POLICIES THAT REQUIRED DRAFTING AND ADOPTION IN THE FUTURE**

Policy required to be considered at the next meeting include

- *Unauthorised occupation of land*
- *Unauthorised encampments*
- *Pensions policy*

P 14/18 **AGREE THE AGENDA ITEMS FOR THE NEXT MEETING**

The Committee agreed to add an additional meeting after the Planning Committee meeting on 17th July 2019

P 15/18 **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.**

P 16/18 **TO MAKE RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ANY CHANGES TO REMUNERATION IN EMPLOYMENT CONTRACTS FROM 1ST APRIL 2019**

Contractual and non-contractual changes to the employment contracts for the Clerk, Assistant Clerk and Caretaker were discussed and amendments were agreed to be recommended to the Full Parish Council for approval from 1st April 2019.

The details of this discussion are contained in a confidential minute as they are a confidential nature.

P 17/18 **THE MEETING TO CLOSE**

The meeting closed.