



**Minutes of the meeting of the Policy, Procedures and Staffing Committee.
Held at Colden Common Community Centre, St Vigor Way,
Colden Common, SO21 1UU on Monday 8th November 2021 at 7pm**

Present: Cllr Maggie Hill (Chair)
Cllr Richard Izard
Cllr Hazel Crosthwaite
Cllr Rob Veck
Cllr Shaun Byrne
Cllr Alex Loughran

Apologies: None

In attendance Debbie Harding (Clerk)

P01/21 To receive any apologies for absence.

P02/21 To elect a Chairman for the Committee and receive their declaration of acceptance of office

Cllr Alex Loughran proposed Cllr Maggie Hill as Chairman of the Committee, seconded by Cllr Richard Izard and carried.

P03/21 To elect a Vice-Chairman for the Committee and receive their declaration of acceptance of office

Cllr Rob Veck proposed Cllr Richard Izard as Vice Chairman of the Committee, seconded by Cllr Shaun Byrne and carried.

P04/21 To receive any declarations of interest related to subsequent agenda items.

No declarations of interest were made.

The Clerk will leave the meeting when discussions and recommendations are made in relation to the Clerk's salary from 1st April 2022.

P05/21 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 31st of March 2021, proposed by Cllr Maggie Hill, seconded by Cllr Shaun Byrne and carried.

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

All matters outstanding on the minutes of the meeting dated 31st March 2021 have been actioned.

The Clerk has e-mailed the Sergeant of the Safer Neighbourhood Team to ask for a Zoom meeting with Councillors. No reply has been received to date.

P07/21 To review the draft Asset and Insurance policy and recommend its adoption to the Full Council.

A draft Asset and Insurance policy was distributed prior to the meeting. Typographic errors were corrected.

In section 3.5 sustainability, it was agreed to add carbon footprint after the word asset in the first sentence.

It was resolved to add in a paragraph under section 4 regarding third parties as follows: -

Where damage is alleged to be caused by a Parish Council owned tree or asset, it will be referred directly to the Parish Council insurers. Where damage is minor (under £250), the Clerk **may** at her discretion, without prejudice or omission of liability resolve to rectify.

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

P08/21 To review a draft business continuity policy and recommend its adoption to the Full Council

A draft business and continuity policy was distributed prior to the meeting. It was agreed to amend the following

Under loss of Clerk/Assistant Clerk in continuity, add in to check the Parish Council insurance policy for key man cover.

Under damage to Parish Office, add in under impact minimisation, consider moving the office to the Recreation pavilion and / or staff to work from home.

Subject to these additions, it was resolved to recommend the adoption of this policy to Full Council, proposed by Cllr Shaun Byrne, seconded by Cllr Richard Izard and carried.

P09/21 To consider any matters for future agendas.

The matter of the Council declaring a climate emergency was discussed. The Council recognises that climate change is one of the biggest challenges facing our world and recognises the importance of everyone needing to act on the causes and impacts.

The Parish Council is undertaking the Common Voices project currently which has specific questions in relation to gathering residents' views on climate change. This information will help determine the level of knowledge and support within our community for climate change matters.

As this stage it was felt that it was too early to declare a climate emergency without an action plan to support this statement. The Council will be researching and working towards declaring a climate emergency statement in the coming months.

P09/21 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.

P10/21 To review the Assistant Clerk and Caretakers salaries

To consider any further actions or recommendations to the Full Council.

To review the Clerk's job description against the SLCC job evaluation SLCC tool.

To consider any further actions or recommendations to the Full Council.

To agree the provision for staff salaries in the draft 2022-23 budget, subject to formal approvals.

The Committee reviewed the Assistant Clerk and Caretakers salaries and made a recommendation to Full Council for approval.

The Clerk left the meeting.

The Committee reviewed the Clerk's job description against the SLCC job evaluation tool.

The recommendations which were discussed and agreed to recommend to Full Council are contained in a confidential note.