



**Minutes of the meeting of the Policy, Procedures and Staffing Committee.
Held at Michael King Pavilion, Recreation Ground
Main Road, Colden Common, SO21 1RR,
on Monday, 13th November 2023 at 7pm**

Present: Cllr Maggie Hill (Chair)
Cllr Alex Loughran
Cllr Hazel Crosthwaite
Cllr Rob Veck

Apologies: None

In attendance Debbie Harding (Clerk)

P01/23 To receive any apologies for absence.

No members were absent.

P02/23 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 Hazel Crosthwaite and carried.

Cllr Hill signed the declaration of acceptance of office.

P03/23 To elect a Vice-Chairman for the Committee and receive their declaration of acceptance of office

Cllr Hazel Crosthwaite proposed Cllr Rob Veck as Vice Chairman of the Committee, seconded by Cllr Alex Loughran and carried.

Cllr Veck signed the declaration of acceptance of office

P04/23 To receive any declarations of interest related to subsequent agenda items.

No declarations of interest were made.

P05/23 To resolve to approve and sign the minutes of the meeting of the Policy, Procedure and Staffing Committee held on the 4th January 2022 as an accurate record of the meeting.

It was resolved to accept the minutes as an accurate record of the meeting held on the 4th January 2023, proposed by Cllr Maggie Hill, seconded by Cllr Hazel Crosthwaite and carried. Cllr Alex Loughran abstained.

It was resolved to accept the confidential notes as an accurate record of the meeting held on the 4th January 2023, proposed by Cllr Maggie Hill, seconded by Cllr Hazel Crosthwaite and carried. Cllr Alex Loughran abstained.

P06/23 To receive an update from the Clerk on any matters (for information only)

No update was given

P07/23 To consider recommending to Full Council a revised complaint policy

It was resolved to recommend the following changes to Full Council

- *Revert to the third person throughout the whole document.*
- *Section 1.1 was changed to All complaints are taken seriously and we will investigate complaints in a fair and proportionate way.*
- *Text in section 4.2 is moved to section 4.3*
- *Section 4.2 added - If the complaint is in relation to the Clerk please go straight to stage 2 of this complaints procedure*
- *The stage paragraph of stage 1 will introduce a new process.*

The Clerk will confirm back to you the understanding / interpretation of the complaint in writing (see form a in the appendices). This will ensure the understanding is correct and give the opportunity for the complainant to comment on how the complaint could be resolved/service be improved.

It was resolved to recommend adoption of this policy to the Parish Council, proposed by Cllr Rob Veck, seconded by Cllr Hazel Crosthwaite and carried.

P08/21 To review a CCTV policy and recommend adoption to Full Council

A draft policy was distributed. Some minor changes were made to the objectives and targets of CCTV use.

It was resolved to recommend adoption of this policy to the Parish Council, proposed by Cllr Maggie Hill, seconded by Cllr Rob Veck and carried.

P09/23 To review the grant policy and recommend adoption to Full Council

It was resolved to recommend the following change to Full Council

- *Section 1 – add whose activities benefit the Civil Parish of Colden Common*
- *Section 15 – Add in how many people in Colden Common are likely to benefit.*
- *Section 21a – Add If the applicant is a charity if the submission to the Charity Commission up to date.*
- *Scoring criteria – Scoring will encourage a score within a range, i.e. score between 6-10 points, 1-5 points and zero*

With those changes, it was resolved to recommend to the Parish Council that the policy is re-adopted proposed by Cllr Alex Loughran, seconded by Cllr Hazel Crosthwaite and carried.

P10/23 To consider any matters for future agendas

- Key performance indicators

P11/23 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.

P12/23 To make a recommendation for salary increases for salary increases for for the year 1st April 2024 to 31st March 25

It was resolved to make recommendation to Full Council in regard to changes for the year 1st April 2024 to 31st March 2025, the detail of which is contained in a confidential note.