20 June 2018

Minutes of the Management Committee of Stantonbury Parish Council

Held at **7.00 pm** on **Wednesday 19 June 2018**

At Stantonbury Parish Office, 126 Kingsfold, Bradville

**Committee Members:**

This is a committee of the whole Parish Council Helen Sharp - Minute Taker

**MINUTES**

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|  | 15 minute session for members of the public to speak. |  |
| M/01/18 | **Present:**  Cllr D Wright-Chairman  Cllr G Davison  Cllr M Millen  Cllr L Morgan  Cllr D Outram  Cllr G Parker  Cllr P Kirkham |  |
| M/02/18 | **Apologies:**  Cllr S Agintas - **Agreed by 7 votes for**  Cllr M Farmer – **Agreed by 7 votes for**  Cllr S Kennedy – **Agreed by 7 votes for** |  |
| M/03/18 | **Declarations of Interest:**  None |  |
| M/04/18 | **Elect a Chairman**  Cllr G Davison asked for a show of hands for all those Councillors who wished to be considered for nomination to be the Management Committee Chairman for 2018/2019. Cllr D Wright raised his hand. It was therefore proposed by Cllr G Davison and Seconded by Cllr D Outram that Cllr D Wright continue to be Chairman of the Management Committee for 2018/2019. **Agreed by 7 votes for.** |  |
| M/05/18 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on Wednesday 9 May 2018.  **Agreed by 4 votes for with amendments, 3 abs.** |  |

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| M/06/18  a)  b) | **Working Party - Procedures**  To appoint a working party to compile the following procedures: -  Procurement, IT, Internal Communications and Document Control.  **Cllr D Wright asked committee for volunteers to make up a working Party. It was discussed and Management Council decided to form two separate Parties. One to cover the general management and the other to cover governance. Agreed by 7 votes for to form two separate working Parties.**  **Management Committee Working Party 1 (General Management) is to cover the following areas:**  **Office management functions**  **Building assets**  **Office assets**  **Allotments**  **Subcontract management and Clerk activities**  **Procurement**  **Management Committee Working Party 1 (General Management) is to consist of the following members:-**   1. **Cllr M Millen** 2. **Cllr G Davison** 3. **Cllr L Morgan** 4. **Cllr D Wright**   **Working Party 2 (Governance) is to cover the following areas:**  **Policies**  **Procedures**  **Document Control**  **Internal and external Communications**  **Staff Handbook**  **GDPR Compliance**  **Finance**  **Management Committee Working Party 2 (Governance) is to consist of the following members:-**   1. **Cllr M Farmer** 2. **Cllr D Outram** 3. **Cllr S Agintas** 4. **Cllr P Kirkham** 5. **Cllr G Parker** 6. **Cllr S Kennedy** 7. **Cllr D Wright**   Agree terms of reference for working group. **A Copy of the draft terms of reference were distributed to all Management Committee members by the Chairman (electronically) to review and forward any changes to the Chairman to update in time for discussion at the next main meeting on 11 July 2018.** |  |
| M/07/18  a)  b)  c)  d)  e)  f)  g)  h)  i)  j)  k)  l)  m)  n)  o)  p)  q)  r) | **Policies**  To review the following policies, then present to Main Meeting for signing off. These are to be worked on, on an ongoing basis.  **Discuss & show the Councillor area on SharePoint-**Work in progress.  **Induction Pack for New Councillors (2015)** to agree to the changes as distributed, in preparation for signing at Main Meeting. For review on 19 June. **Deferred to next Management Meeting on 11 July 2018 as some Councillors requested further time to consider.**  **GDPR Policy (New) (2018)** – FOI Policy (2015) **–** For review on 19 June. **Deferred to next Management Meeting of 11.07.18 as some Councillors requested further time to consider.**  **Allotment Co-Worker Policy (2013) –** For review on 19 June. **Deferred to next Management Meeting on 11 July 2018 as some Councillors requested further time to consider.**  **Complaints Handling Policy (2014) –** For review on 19 June.  **Deferred to next Management Meeting on 11 July 2018 as some Councillors requested further time to consider.**  Equipment Use Policy (2016)  Fire Safety Policy (2016)  Guide to Code of Conduct (2016)  The Code of Conduct for Member and Co-opted (2016)  Health & Safety Policy Statement (2016)  Lone Working Policy (2015)  Employee Handbook (2014) – For review on 19 June. **Deferred to working party 2 (Governance). Work in progress.**  Press and Media Policy (2017).  **Deferred to Working Party 2 (Governance). Work in progress.**  Reporting meeting of the Council (2016)  Stress Policy (2012)  Statement of Equality and Diversity (2015)  Equality Policy (2013)  Statement of Intent Training (2015)  **Cllr G Parker expressed concern regarding all the printed paper used between the office and the Councillors. Cllr D Wright advised this is in hand with the intention to place all the policies on line to be accessed electronically. Cllr G Davison advised it is a requirement to have the signed original paper copy in the office.** | **Cllrs to review for MCM 11.7.18**  **Cllrs to review for MCM 11.7.18**  **Cllrs to review for MCM 11.7.18**  **Cllrs to review for MCM 11.7.18**  **Cllrs to review for MCM 11.7.18**  **MCWP 2 (Governance) to review.**  **MCWP 2 (Governance) to review.** |
| M/08/18  a)  b)  c)  d)  e) | **Risk Assessments**  Lone Working Risk Assessment (2015) – For Review on 19 June. **Deferred for MCWP 2 to work on.**  Lone Working Office Risk Ass Appendix I (2018) unsigned  Lone Working Risk Ass Appendix II (2018) unsigned  Risk Assessment (2018)  Coach Trip Risk Ass (2015) unsigned – For review on 19 June. **Deferred for Management Committee Group 2 (Governance) to work on.**  **Discussion followed regarding seat belts with council. Council decided to contact coach providers to find out what their stance on them are.**    **Cllr G Davison requested changes to be made to the coach trip booking forms.** | **MCWP 2 (Governance) to review.**  **MCWP 2 (Governance) to review.**  **Cllrs LM/PK to contact coach providers.**  **OM to update forms ready for trips.** |
| M/09/18  a)  b)  c)  d)  e)  f) | **Terms of Reference**  Allotment (2018)  Community Projects committee (2018)  HR Committee (2018)  Management Committee (2018) –For review on 19 June. Agreed with no changes. **Agreed to forward on to the Main Meeting on 04.07.18 for signing-off. Agreed by 7 votes for.**  Neighbourhood Plan Committee (2017)  Neighbourhood Plan Steering Group Committee (2017) | **Mgmt Com TOR to be forwarded to MM 04.07.18 for sign-off.** |
| M/10/18 | **Office Manager**  Office Manager to provide update/report to Management Committee. **Office Manager gave verbal update to council regarding office matters. Noted.** |  |
| M/11/18 | **Office Meetings Diary**  To ensure that all Councillors can view the team diary within SharePoint. **Work in progress.** |  |
| M/12/18 | **Grant Policy (2016)**  For Councillors to discuss whether to change the one application per year per applicant within the Grant Policy.  To consider removing section (Only one grant per applicant per financial year)  To reconsider Categories 1 & 2 as per previous policy  To reconsider maximum food grant. £250 (Discretional)  Councillors 3 monthly review of Grant  **Following an in-depth discussion between the Councillors, suggestions of amendments to Grant Policy (2016) were made and the Management Committee Chairman, Cllr D Wright was asked to produce a ‘draft copy’ to include the proposed changes for further discussion at the next Management Committee Meeting of 11.07.18.** |  |
| M/13/18 | **GDPR**  **To decide whether to raise a proposal for Main Meeting 20/06/18 to appoint Karen J Hill as a Data Protection Officer (DPO) for SPC**  The Office Manager would like SPC to appoint Karen J Hill as Data Protection Officer. The Office Manager met with her to discuss the process and she explained that if SPC do not have a GDPR audit we will be at risk if we receive a challenge.  NALC’s latest advice is that ll Parish Councils do not have a duty to appoint a Data Protection Officer. (NALC L07/18)  Karen worked as a Parish Clerk in Milton Keynes for a number of years so is therefore ideally placed to hold this position.  To agree to the following costs to the Council:  Interview of staff Free of Charge  Annual Compliance Audit £ 180.00  Once the audit has been completed other work may be identified.  **Deferred to future meeting to allow for further enquiries to be made.** |  |

**Meeting closed 8.55 pm**

**The next meeting of Stantonbury Parish Management Committee**

**will be held on Wednesday 11 July 2018 7.00 pm,**

**at the Parish Office, 126 Kingsfold, Bradville**