2 August 2018

**To all members of the Management Committee**

You are hereby summonsed to attend the Management Committee Meeting of Stantonbury Parish Council being held on **Wednesday 15th August 2018** at **7.00 pm** at Stantonbury Parish Office, 126 Kingsfold, Bradville, for the purpose of transacting the business as set out below.

2RMTGD

Councillor Graham Davison

**Committee Members:**

This is a committee of the whole Parish Council

**AGENDA**

|  |  |
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|  | 15 minute session for members of the public to speak. |
| M/28/18 | **Present:** |
| M/29/18 | **Apologies:** |
| M/30/18 | **Declarations of Interest:** |
| M/31/18 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on **Wednesday 11th July 2018** |
| M/32/18 | **Draft Disciplinary Procedure (Cllr Malcolm Millen)**  Copy attached for Councillors to read for discussion at MCM 15th August 2018 |
| M/33/18 | **Data Protection & Privacy Policy (Cllr Malcolm Millen)**  Copy attached for Councillors to read for discussion at MCM 15th August 2018 |
| M/34/18 | **Complaints Policy Draft - (Cllr Malcolm Millen M/19/18))**  Copy attached for Councillors to read for discussion at MCM 15th August 2018.  Old Policy dated 14th May 2014 |
| M/35/18 | **Information Classification Policy (Cllr Malcolm Millen)**  New copy attached for all Councillors to read for discussion at MCM 15th August 2018 |
| M/36/18 | **Grant Policy**  Copy attached with updates from last MCM 11th July 2018 M/24/18  Councillors to read for discussion at MCM 15th August 2018 |
| M/37/18 | **Management for Attendance Policy (M.FA)**  Copy attached for Councillors to read for discussion at MCM 15th August 2018 |
| M/38/18 | **New Councillors Induction Pack** (deferred from last meeting M/19/18/(b))  Copy attached for Councillors to read for discussion at MCM 15th August 2018.  Please note as a deferred item this must be ready for sign-off at next MM on 5th September 2018. Old Policy dated 2015. |
| M/39/18 | **Share Point**  OM to give update M/19/18 (a) for future use by Councillors. |
| M/40/18 | **Allotment Co-Worker Policy** (M/19/18(d)  Attached updated copy for agreement to sign off at MCM 15th August 2018 |
| M/41/18 | **Employees Handbook** (19/18/(i))  To discuss - the current policy to review is dated 1st February 2014 |
| M/42/18 | **Press and Media** (19/18/(m))  To discuss - the current policy to review is dated 7th June 2017 |
| M/43/18 | **OM Report**  Office Manager to provide update/report to Management Committee |
| M/44/18 | **Office Meetings Diary** (M23/18)  Office Manager to provide update/report to Management Committee |
| M/45/18 | **SPC Website (**M/26/18)  Cllr. Linda Morgan to provide list of suggested amendments received from Cllrs. |
| M/46/18 | **Finance**  Deferred from MCM 11th July 2018 – to discuss what form this could take for Working Group 2. |

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

**will be held on Wednesday 12th September 2018 2018 at 7.00 pm,**

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