3 May 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 9 May 2018** at **10.00 am** at Stantonbury Parish Office, 126 Kingsfold, Bradville, for the purpose of transacting the business as set out below.



Helen Mortimer

Parish Clerk

**Committee Members:**

Cllr D Wright (Chairman)

Cllr S Agintas

Cllr G Davison

Cllr P Kirkham

Cllr D Outram

Cllr G Parker Helen Mortimer (Clerk)

**AGENDA**

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| --- | --- |
|  | 15 minute session for members of the public to speak. |
| M/65/17 | **Present:** |
| M/66/17 | **Apologies:** |
| M/67/17 | **Declarations of Interest:** |
| M/68/17 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on **Tuesday 10 April 2018**. |
| M/69/17  a)  b)  c)  d)  e)  f)  g)  h)  i)  j)  k) | **Policies:**  To review the following policies, then present to Main Meeting for signing off. These are to be worked on, on an ongoing basis.  **Standing Orders** – to agree the changes as set out in L04-18 as legally required.  **Complaints Handling**  **Induction Pack for New Councillors** to agree to the changes as distributed, in preparation for signing at Main meeting.  **Employee Handbook -** (OM to find HR company to update employment law)  **Equality Policy**  **Freedom of Information Act**  **Risk Assessment**  **Statement of Equality and Diversity**  **Statement of Intent**  **Stress Policy**  **Allotment Risk Assessment** |
| M/70/17 | **Office Tasks**  To review and discuss the office tasks spreadsheet  Office Manager to provide update/report to Management Council. |
| M/71/17 | **Cyber Essentials- Mirus**  Helen Sharp to update the Management Committee on whether the council need to commit £600 on a course on Cyber essentials provided by Mirus. |
| M/72/17 | **Grant Policy**  For councillors to discuss whether to change the one application per year per applicant within the Grant Policy. |

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

**will be held on Wednesday 5 June 2018 at 10.00 am,**

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