9 May 2018

Minutes of the Management Committee of Stantonbury Parish Council

Held at **10.00 am** on **Wednesday 9 May 2018**

At Stantonbury Parish Office, 126 Kingsfold, Bradville

**Committee Members:**

Cllr D Wright (Chairman) Helen Mortimer (Clerk)

Cllr S Agintas

Cllr G Davison

Cllr P Kirkham

Cllr D Outram

Cllr G Parker

**MINUTES**

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|  | 15 minute session for members of the public to speak. |  |
| M/65/17 | **Present:**  Cllr D Wright (Chairman) Helen Mortimer (Clerk)  Cllr G Davison Helen Sharp (OM)  Cllr P Kirkham  Cllr L Morgan – Non-voting  Cllr S Kennedy – Non-voting |  |
| M/66/17 | **Apologies:**  Cllr S Agintas - **Agreed by 3 votes for**  Cllr D Outram – **Agreed by 3 votes for**  Cllr G Parker – **Agreed by 3 votes for** |  |
| M/67/17 | **Declarations of Interest:**  None |  |
| M/68/17 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on Tuesday 10 April 2018.  **Agreed by 3 votes for** |  |
| 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.  **Section 18 c. change value to £25,000 from £60,000**.  **Change Clerk/RFO to endeavour to obtain 3 quotes as good practice to read between £500 & £25k.**  **Change Financial Regulations to match Standing Orders to agree at Annual Meeting 16th May 2018.**  **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** | **Clerk to change**  **Clerk to change** |

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| M/70/17 | **Office Tasks**  To review and discuss the office tasks spreadsheet  Office Manager to provide update/report to Management Council.  **Helen Sharp updated the committee, the Office to start using Asana to log all Ranger tasks. More work needed on job matrix before becoming a working document/times to be added.** | **OM to implement** |
| M/71/17 | **Cyber Essentials- Mirus**  Helen Sharp to update the Management Committee on whether the council need to commit £600 on Cyber essentials provided by Mirus.  **Agreed by 3 votes for, to become GDPR compliant.** | **OM to implement** |
| M/72/17 | **Grant Policy**  For councillors to discuss whether to change the one application per year per applicant within the Grant Policy.  **Councillors have been asked to review the policy as a whole and re-agenda for June.** | **Re-agenda** |

**Meeting closed 11.35am**

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

**will be held on Wednesday 13 June 2018 7.00 pm,**

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