11 October 2017

Minutes of the Management Committee of Stantonbury Parish Council

Held at **10.00 am** on **Wednesday 11 October 2017**

At Stantonbury Parish Office, 126 Kingsfold, Bradville

**Committee Members:**

Cllr R Wilde (Chairman) Kerry Fane Administration Officer

Cllr S Agintas

Cllr P Kirkham

Cllr D Outram

Cllr G Parker

Cllr D Wright

**MINUTES**

|  |  |  |
| --- | --- | --- |
|  | 15 minute session for members of the public to speak. |  |
| M/15/17 | **Present:**  Cllr R Wilde (Chairman)  Cllr S Agintas  Cllr D Outram  Cllr G Parker  Cllr D Wright – Arrived 10.15 am  Kerry Fane – Administration Officer - Minute Taker |  |
| M/16/17 | **Apologies:**  Cllr P Kirkham - **Accepted by 5 votes for** |  |
| M/17/17 | **Declarations of Interest:**  None |  |
| M/18/17 | * **Minutes:** To agree and sign the Minutes of Management Committee Meeting held on **Wednesday 12 April 2017. Agreed by 5 votes for.** * To agree and sign the minutes of the Management Committee Meeting held on **Wednesday 12 July 2017. Agreed by 5 votes for.** |  |
| M/19/17 | **Office Manager/Deputy Clerk**  To discuss and finalise the details of the role.  **Interviews** Chairman gave update – location of office – internet access issues to resolve. Suggested that back office be made available. |  |
| M/20/17 | **Parish Ranger**  Chairman to update the council on the current status of the Parish Ranger. **Ranger chosen. Start date to be December 2017.  GP- There was talk of having two Rangers at some point.  RW-The Chairman does not think the role warrants this. At present, 1 person was agreed to and this cannot be reviewed for 6 months. The plan is for the Clerk to show the Ranger the Parish boundaries and to arrange for training. Ranger to go out with Cllr Parker as a part of their induction.** |  |
| M/21/17 | **Emergency Plan-referred from MCM of 14.06.17**  To finalise Emergency plan for Main Council approval.  **Chairman gave update to committee:**  **Bancroft Meeting Place have responded. They are part of MKC Emergency Plan.**  **SPC Emergency Plan should be updated to include names/addresses and telephone numbers. Once updated, discuss again at next Management Committee Meeting. Deferred until 8 November 2017** | **Re-agenda next MCM- 08/11/17** |
| M/22/17 | **Standing Orders**  Initially review Standing Orders with respect to conduct at meetings.  **All Cllrs on MCM to be issued with Standing Order Policy to read before next MCM of 8 November. Deferred until 8 November 2017.**  **Chairman made request that council should pay particular attention to people speaking at the beginning of a meeting.  People should ask someone to speak on their behalf.**  **Chairman can ask someone to speak later.** | **Issue all MCM Cllrs with copy of Standing Orders. Re-agenda next MCM – 08/11/17** |
| M/23/17 | **Lone Working Policy**  To pay particular attention regarding current recruitment.   * **The Employment book refers mostly to people in an office. This needs to be looked at.** * **Should be section confirming the Ranger is seen by a member of the office. To ensure safety. GP-on occasion, this might not be possible to return back to office in time before closure.** * **Chairman – Not always possible to do outside work. On occasion may have to do inside jobs. Lone worker policy needs to include a risk assessment for the Ranger.**   **Council to read the Lone Working the Lone Working Policy and come up with suggestions regarding the risk assessment.**  **Council to look at the Employee’s Handbook.** | **Cllrs to read LWP and suggest risk assessment ideas.**  **Cllrs to read Employees Handbook.** |
| M/24/17 | **Financial Regulations**  To review Financial Regulations considering future contracts. Chairman-a review needed from a contracts point of view.  **Check into responsibility of the Clerk. Currently able to sign up to value of £500 per purchase. Consider if needs to be reviewed.**  **GP- 3 quotes are still required.**  **Future weed spraying could come under remit of Ranger rather than out to contract.** | **Cllrs to read and respond**  **Ideas on spending limits.** |

**Meeting Closed at 10.40 am**

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

**will be held on Wednesday 8 November 2017 at 10.00 am,**

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