7 February 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 14 February 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**

|  |  |
| --- | --- |
|  | 15 minute session for members of the public to speak. |
| M/49/17 | **Present:** |
| M/50/17 | **Apologies:** |
| M/51/17 | **Declarations of Interest:** |
| M/52/17 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on **Wednesday 10 January 2018**. |
| M/53/17  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.  **Complaints Handling**  **Councillors Induction Pack**  **Employee Handbook**  **Equality Policy**  **Freedom of Information Act**  **Induction Pack for New Councillors**  **Risk Assessment**  **Statement of Equality and Diversity**  **Statement of Intent**  **Stress Policy**  **Allotment Risk Assessment** |
| M/54/17 | **Office Tasks**  To review and discuss the office tasks spreadsheet. |
| M/55/17 | **Declarations of Interest**  Create a simple guide to declaring an interest at council meetings. |
| M/56/17 | **Office Manager Job Description**  To agree the new job description |

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

**will be held on Wednesday 14 March 2018 at 10.00 am,**

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