14 February 2018

Minutes of the Management Committee of Stantonbury Parish Council

Held at **10.00 am** on **Wednesday 14 February 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/49/17 | **Present:**  Cllr D Wright  Cllr S Agintas  Cllr G Davison  Cllr P Kirkham |  |
| M/50/17 | **Apologies:**  Cllr D Outram **Accepted by 4 votes for**  Cllr G Parker **Accepted by 4 votes for** |  |
| M/51/17 | **Declarations of Interest:**  None |  |
| M/52/17 | **Minutes:**  To agree and sign the Minutes of the Management Committee Meeting held on **Wednesday 10 January 2018**. **Agreed by 3 votes for, 1 abs.** |  |
| 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** Cllrs to review & report back  **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. **To be placed on agenda for next meeting.** | **Re-Agenda on**  **14.03.18** |
| M/55/17 | **Declarations of Interest**  Create a simple guide to declaring an interest at council meetings. **To be placed on agenda for next meeting.** | **Re-Agenda for 14.03.18** |
| M/56/17 | **Office Manager Job Description**  To agree the new job description. **Agreed by 4 votes for**. |  |

**Meeting closed at 11.15 am**

**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**