12 June 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 **Tuesday 19th June 2018** at **7.00 pm** at Stantonbury Parish Office, 126 Kingsfold, Bradville, for the purpose of transacting the business as set out below.



Helen Mortimer

Parish Clerk

**Committee Members:**

This is a committee of the whole Parish Council

**AGENDA**

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|  | 15 minute session for members of the public to speak. |
| M/01/18 | **Present:** |
| M/02/18 | **Apologies:** |
| M/03/18 | **Declarations of Interest:** |
| M/04/18 | **Elect a Chairman** |
| M/05/18 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on **Wednesday 9 May 2018**. |
| M/06/18  a)  b) | **Working Group - Procedures**  To appoint a working group to compile the following procedures: -  Procurement, IT, Internal Communications and Document Control  Agree terms of reference for working group. |
| M/07/18  a)  b)  c)  d)  e)  f)  g)  h)  i)  j)  k)  l)  m)  n)  o)  p)  q)  r) | **Policies:**  To review the following policies, then present to Main Meeting for signing off. These are to be worked on, on an ongoing basis.  **Discuss & show the Councillor area on SharePoint**  **Induction Pack for New Councillors (2015)** to agree to the changes as distributed, in preparation for signing at Main meeting. **- For review on 19 June**  **GDPR Policy (New) (2018)** – FOI Policy (2015) **-** **For review on 19 June**  **Allotment Co-Worker Policy (2013) - For review on 19 June**  **Complaints Handling Policy (2014**) **- For review on 19 June**  Equipment Use Policy (2016)  Fire Safety Policy (2016)  Guide to Code of Conduct (2016)  The Code of Conduct for Member and Co-opted (2016)  Health & Safety Policy Statement (2016)  Lone Working Policy (2015)  Employee Handbook (2014) - **For review on 19 June**  Press and Media Policy (2017)  Reporting meeting of the Council (2016)  Stress Policy (2012)  Statement of Equality and Diversity (2015)  Equality Policy (2013)  Statement of Intent Training (2015) |
| M/08/18  a)  b)  c)  d)  e) | **Risk Assessments**  Lone Working Risk Assessment (2015) - **For review on 19 June**  Lone Working Office Risk Ass Appendix I (2018) unsigned  Lone Working Risk Ass Appendix II (2018) unsigned  Risk Assessment (2018)  Coach Trip Risk Ass (2015) unsigned **- For review on 19 June** |
| M/09/18  a)  b)  c)  d)  e)  f) | **Terms of Reference**  Allotment (2018)  Community Projects Committee (2018)  HR Committee (2018)  Management Committee (2018) - **For review on 19 June**  Neighbourhood Plan Committee (2017)  Neighbourhood Plan Steering Group Committee (2017) |
| M/10/18 | **Office Manager**  Office Manager to provide update/report to Management Committee |
| M/11/18 | **Office Meetings Diary**  To ensure that all Councillors can view the team diary within SharePoint. |
| M/12/18 | **Grant Policy (2016)**  For councillors to discuss whether to change the one application per year per applicant within the Grant Policy.  To consider removing section (Only one grant per applicant per financial year)  To reconsider Categories 1 & 2 as per previous policy  To reconsider maximum food grant. £250 (Discretional)  Councillors 3 monthly review of Grant |
| M/13/18 | **GDPR**  **To decide whether to raise a proposal for Main Meeting 20/06/18**  **to appoint Karen J Hill as a Data Protection Officer (DPO) for SPC**  The Office Manager would like SPC to appoint Karen J Hill as Data Protection Officer. The Office Manager met with her to discuss the process and she explained that if SPC do not have a GDPR audit we will be at risk if we receive a challenge.  NALC’s latest advice is that all Parish Councils do not have a duty to appoint a Data Protection Officer. (NALC L07/18)  Karen worked as a Parish Clerk in Milton Keynes for a number of years so is therefore ideally placed to hold this position.  To agree to the following costs to the Council:  Interview of staff Free of Charge  Annual Compliance Audit £ 180.00  Once the audit has been completed other work may be identified. |

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

**will be held on Wednesday 11 July 2018 at 7.00 pm,**

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