4 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 **Wednesday 11 July 2018** at **7.00 pm** at Stantonbury Parish Office, 126 Kingsfold, Bradville, for the purpose of transacting the business as set out below.

2RMTGD

Helen Mortimer

Parish Clerk

pp Councillor Graham Davison

**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/14/18 | **Present:** |
| M/15/18 | **Apologies:** |
| M/16/18 | **Declarations of Interest:** |
| M/17/18 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on **Wednesday 19 June 2018**. |
| M/18/18 | **Management Committee Working Groups**  To agree and vote on appointing the following 2 working groups:  Working Group 1 (General Management)  And  Working Group 2 (Governance)  To agree and vote who the members of Working Group 1 (General Management should be.  To agree and vote who the members of Working Group 2 (Governance) should be.  To agree and vote on Working Group 1 covering the following areas:  Office management functions  Building assets  Allotments  Subcontract management and Clerk activities  Procurement  To agree and vote on Working Group 2 covering the following areas:  Policies  Procedures  Document Control  Internal and external communications  Staff Handbook  GDPR Compliance  Finance |
| M/19/18  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-**Work in progress  **Induction Pack for New Councillors (2015)** to agree to the changes as distributed, in preparation for signing at Main meeting. **– Deferred from MCM 19.6.18**  **GDPR Policy (New) (2018)** – FOI Policy (2015) **–** **Deferred from MCM 19.6.18**  **Allotment Co-Worker Policy (2013)** - **Deferred from MCM 19.6.18**  **Complaints Handling Policy (2014**) – **Deferred from MCM 19.6.18**  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)** - **Work in progress from MCM 19.6.18-Working Group 2 to review.**  **Press and Media Policy (2017) – Work in progress from MCM 19.6.18-Working Group 2 to review.**  Reporting meeting of the Council (2016)  Stress Policy (2012)  Statement of Equality and Diversity (2015)  Equality Policy (2013)  Statement of Intent Training (2015) |
| M/20/18  a)  b)  c)  d)  e) | **Risk Assessments**  **Lone Working Risk Assessment (2015) – Work in progress from MCM 19.6.18-Working Group 2 to review.**  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 **– Work in progress from MCM 19.6.18-Cllrs Kirkham and Morgan to review in time for further discussion at MCM 11.07.18.** |
| M/21/18  a)  b)  c)  d)  e)  f) | **Terms of Reference**  Allotment (2018)  Community Projects Committee (2018)  HR Committee (2018)  Management Committee (2018) – **Signed off at MM 04.07.18**  Neighbourhood Plan Committee (2017)  Neighbourhood Plan Steering Group Committee (2017) |
| M/22/18 | **Office Manager**  Office Manager to provide update/report to Management Committee. |
| M/23/18 | **Office Meetings Diary**  To ensure that all Councillors can view the team diary within SharePoint. **Work in progress from MCM 19.06.18.** |
| M/24/18 | **Grant Policy (2016)**  Management Committee to review proposed changes to Grant Policy (2016) as distributed by Cllr Wright. |
| M/25/18 | **Finance**  Management Committee to decide on what areas of Finance Working Group 2 (Governance) should begin to review. |
| M/26/18 | **Website**  Management Committee to discuss reviewing the policies currently on the website to ensure all current ones. |
| M/27/18 | **Councillors/Staff Policy/Terms of Reference/Risk Assessment Blue Folder**  Management Committee to discuss the removal of all folders currently issued to staff and councillors which contain paper copies of SPC Policies/Terms of References and Risk Assessments. Management Council also to discuss alternative options. |

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

**will be held on Wednesday 8 August 2018 at 7.00 pm,**

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