11 July 2018

Minutes of the Management Committee of Stantonbury Parish Council

Held at **7.00 pm** on **Wednesday 11 July 2018**

At Stantonbury Parish Office, 126 Kingsfold, Bradville

**Committee Members:**

This is a committee of the whole Parish Council Kerry Fane - Minute Taker

**MINUTES**

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|  | 15 minute session for members of the public to speak. |  |
| M/14/18 | **Present:**  Cllr D Wright-Chairman  Cllr S Agintas  Cllr M Farmer  Cllr S Kennedy  Cllr P Kirkham  Cllr M Millen  Cllr L Morgan  Cllr G Parker |  |
| M/15/18 | **Apologies:**  Cllr G Davison – **Agreed by 8 votes for**  Cllr D Outram - **Agreed by 8 votes for** |  |
| M/16/18 | **Declarations of Interest:**  None |  |
| M/17/18 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on **Wednesday 19 June 2018**.  **Agreed by 6 votes for, 2 abs.** |  |
| M/18/18 | **Management Committee Working Groups**  To agree and vote on appointing the following 2 working groups:  Working Group 1 (General Management) **Agreed by 8 votes for**.  And  Working Group 2 (Governance) **Agreed by 8 votes for.**  To agree and vote who the members of Working Group 1 (General Management) should be:  **Management Committee agreed that there should be 6 members of Working Group 1 – General Management, to include but not exclusively: Cllr D Wright/Cllr S Agintas/ Cllr G Davison/Cllr S Kennedy/ Cllr P Kirkham/ Cllr G Parker.** Agreed by 8 votes for.  To agree and vote who the members of Working Group 2 (Governance) should be.  **Management Committee agreed that there should be 5 members of Working Group 2 – Governance, to include but not exclusively: Cllr D Wright/Cllr G Davison/Cllr L Morgan/Cllr M Farmer/ Cllr M Millen. Agreed by 8 votes for.**  To agree and vote on Working Group 1 covering the following areas:  Office management functions  Building assets  Allotments  Subcontract management and clerk activities  Procurement  **Management Committee Chairman discussed with committee what areas should be considered within this group and it was agreed that all areas noted should be considered with the exception of Clerk activities. Agreed by 8 votes for.**  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  **Management Committee Chairman discussed with committee what areas should be considered within this group and it was agreed that all areas noted should be considered. Agreed by 8 votes for.** |  |
| 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.** Committee requested an update on how the‘Councillors only’ section of Sharepoint was progressing.Chairman Wright responded by telling committee he would have to speak with the Office Manager and come back to them. Defer to future MCM when update available.  **Induction Pack for New Councillors (2015)** To agree to the changes as distributed, in preparation for signing at Main Meeting. **Defer to MM 01.08.2018 to allow all Cllrs to read and respond to amendments.**  **GDPR Policy (New) (2018) – FOI Policy (2015) –** It was suggested by Cllr M Millen that it needs someone to look up the current information. Cllr Wright told Committee that they have two choices, either remove the policy completely or comply. Cllr L Morgan added if we do not have a policy it will leave Council wide open and there would be a potential fine if found not to be compliant. Cllr M Millen further added it should be Council’s aim to strive for ‘best practice. Cllr S Agintas agreed and said it would be in our interest to have it. It was ultimately decided by Committee to hand over to the (newly formed) Governance group for further consideration.  **Allotment Co-Worker Policy (2013) –** Cllr Wright confirmed only change of logo needed and would be ready to sign off at MM 01.08.2018.  **Complaints Handling Policy (2014) –** Committee discussed incorporating into the GDPR Policy. **Office to liaise with Cllr M Millen. Draft wording to be ready for next Management Committee Meeting on 15 August 2018. Work in progress.**  Equipment Use Policy (2016)  Fire Safety Policy (2016)  Guide to Code of Conduct (2016)  The Code of Conduct for Members and Co-opted (2016)  Health & Safety Policy Statement (2016)  Lone Working Policy (2015)  **Employee Handbook (2014) – Chairman to seek legal guidance before making any changes to this policy.**  **Press and Media Policy (2017)-Work in Progress.**  Reporting meeting of the Council (2016)  Stress Policy (2012)  Statement of Equality and Diversity (2015)  Equality Policy (2013)  Statement of Intent Training (2015) | **DW to ask OM for update.**  **Send copies to Cllrs SA/LM**  **Governance Group to consider bring recommendation/s to Management Committee.**  **DW to change logo and provide to office for MM 01.08.18 sign-off.**  **Office to contact Cllr MM for draft wording.**  **Cllr M Millen to produce draft wording for change/s ready for next MCM 15.8.18** |
| 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. **Following review,** i**t was agreed by Management Committee to make no changes as of 11.07.2018 and to re-visit to review again in 12 months (July 2019). Agreed by 8 votes for.**  Lone Working Office risk Ass Appendix l (2018) unsigned  Lone Working Risk Ass Appendix ll (2018) unsigned  Risk Assessment (2018)  **Coach Trip Risk Ass (2015) unsigned** – Work in progress - Cllrs Kirkham and Morgan to review in time for further discussion at MCM 11.07.18**. Cllr Kirkham passed a copy of his report to the other Cllrs and gave verbal update following the meeting with coach providers. Cllr Morgan also confirmed that the only thing the coach leaders are responsible for is counting the residents on and off the coaches. It was decided by Management Committee no longer to have a Coach Trip Risk Assessment in place as this should be the responsibility of the coach providers. Agreed by 8 votes for.** |  |
| 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. **Agreed by 8 votes for to accept the Office Manager’s report with amendment.** | **OM to make amendment to report and distribute-all Cllrs.** |
| M/23/18 | **Office Meetings Diary**  To ensure that all Councillors can view the team diary within Sharepoint. **Work in progress. Defer until future Management Meeting.** | **Office to speak to Chairman to ask for meeting sign-off date (when available).** |
| M/24/18 | **Grant Policy**  Management Committee to review proposed changes to Grant Policy (2016) as distributed by Cllr Wright. **After thorough discussion, it was decided by the Management Committee to continue to work on the proposed changes. At the Main Meeting of 18.07.18, It would also be requested that Main Council consider placing a hold on all grants applications during the period is the Grant Policy is under review.** | **Cllr D Wright to continue to work on the proposed changes and distribute to Cllrs (copy to office).** |
| M/25/18 | **Finance**  Management Committee to decide on what areas of Finance Working Group 2 (Governance) should begin to review. **Deferred until next MCM 15.08.18** | **Defer until next MCM 15.8.18.** |
| M/26/18 | **Website**  Management committee to discuss reviewing the policies currently on the website to ensure all current ones are fit for purpose. **Cllr Millen discussed how, at present, it is not fit for purpose, and it would be better to take it offline with message confirming ‘under maintenance’. Cllr Morgan** **confirmed that they are currently in the process of getting quotes. It was also suggested that all Councillors get a list together between them of any proposed changes and send them on to Cllr Morgan.**  **Proposed by Cllr Millen, Seconded by Cllr Wright to create two separate sections of the website. Private and Public.** | **All Cllrs/staff to forward list of suggested amendments to Cllr Morgan.** |
| 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. **Chairman Wright updated committee by saying some people were finding it hard to keep up with changes issued. It is also a lot of work for the staff so proposed to phase book out. One ‘master’ folder to be held at office and made available at meetings.** |  |
|  | **Change of Management Committee Meeting Date**  It was discussed at council the need to change the date of the next Management Committee Meeting from 08.08.18 to 15.08.18. **Agreed by 8 votes for.** |  |

**Meeting closed 8.36 pm**

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

**will be held on Wednesday 15 August 2018 at 7.00 pm,**

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