15 August 2018

Minutes of the Management Committee of Stantonbury Parish Council

Held at **7.00 pm** on **Wednesday 15 August 2018**

At Stantonbury Parish Office, 126 Kingsfold, Bradville

**Committee Members:**

This is a committee of the Full Parish Council

**MINUTES**

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|  | 15 minute session for members of the public to speak. |  |
| M/28/18 | **Present:**  Cllr D Wright-Chairman  Cllr S Agintas  Cllr G Davison  Cllr M Farmer  Cllr P Kirkham  Cllr S Kennedy  Cllr M Millen – arrived 19.10 pm  Cllr L Morgan  Cllr G Parker  K Fane – Administrator – Minute taker |  |
| M/29/18 | **Apologies:**  None. |  |
| M/30/18 | **Declarations of Interest:**  None. |  |
| M/31/18 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on **Wednesday 11th July 2018. Agreed with amendment by 8 votes for, 1 abs.** |  |
| M/32/18 | **Draft Disciplinary Procedure (Cllr Malcolm Millen)**  Copy attached for Councillors to read for discussion at MCM 15th August 2018. **A discussion took place regarding the proposed amendments,** **and it was** **agreed to defer to next Main Meeting on 05.09.18 for signing off.** |  |
| M/33/18 | **Data Protection & Privacy Policy (Cllr Malcolm Millen)**  Copy attached for Councillors to read for discussion at MCM 15th August 2018. **Cllr Davison sent a copy of the draft policy to the OM. OM to be asked for update. Defer to next Management Committee Meeting 12.09.18.** | **OM to give update to cttee re draft policy.** |
| M/34/18 | **Complaints Policy Draft - (Cllr Malcolm Millen M/19/18)**  Copy attached for Councillors to read for discussion at MCM 15th August 2018. Old Policy dated 14th May 2014. **Discussion took place to clarify situation. Cllr Davison suggested specific wording to be added to policy to which management committee agreed. Policy amendments to be done for presentation and sign off at Main Meeting 05.09.18.** | **Office to arrange changes with Cllr MM ready for MM 19.09.18** |
| M/35/18 | **Information Classification Policy (Cllr Malcolm Millen)**  New copy attached for all Councillors to read for discussion at MCM 15th August 2018. **Discussion followed regarding how appropriate classification reached and why this classification applied to this policy. A further discussion followed regarding separating the document into two parts. The initial pages to remain as the policy and the rest of the pages changed to become the procedure. Cllr Morgan proposed to vote on this change and Cllr Wright seconded the proposal.**  **Agreed by 9 votes for. The changes are to be implemented and made ready for sign off at Main Meeting at 05.09.18.** | **Office/ Chairman to split draft policy v1 into policy v2 /procedure v1. Chairman.** |
| M/36/18 | **Grant Policy**  Copy attached with updates from last MCM 11th July 2018 M/24/18  Councillors to read for discussion at MCM 15th August 2018. **Detailed discussed followed regarding how best to update the policy for the best use of the parish residents. A series of changes were agreed to be forwarded to the Management Committee for approval and sign-off at Main Meeting 05.09.18.** | **Office/Chairman to make changes for approval and sign-off at MM 19.09.18** |
| M/37/18 | **Management for Attendance Policy (M.F.A)**  Copy attached for Councillors to read for discussion at MCM 15th August 2018. **Cllr Davison suggested split into policy and procedure. Agreed 9 votes for to be forwarded to the Management Committee to approve for sign-off at the Main Meeting 05.09.18.** | **Office/Cllr MM to make changes for approval and sign-off at MM 19.09.18** |
| M/38/18 | **New Councillors Induction Pack** (deferred from last meeting M/19/18/(b))  Copy attached for Councillors to read for discussion at MCM 15th August 2018.  Please note as a deferred item this must be ready for sign-off at next MM on 5th September 2018. Old Policy dated 2015. **Detailed** **discussions followed** **regarding content of** **policy**. **Proposed changes to be done in time for Main Meeting on 19.09.2018.** | **Office/Cllr MM to make changes for approval and sign-off at MM 19.09.18** |
| M/39/18 | **Share Point**  OM to give update M/19/18 (a) for future use by Councillors. **Defer to next Management Meeting on 12.09.19. OM to give full presentation. Cllr Wright requested all Cllrs provide their expectations to him to forward to OM.** | **All Cllrs to provide SharePoint expectations to DW.** |
| M/40/18 | **Allotment Co-Worker Policy** (M/19/18(d)  Attached updated copy for agreement to sign off at MCM 15th August 2018. **Management Committee agreed no further changes needed. Agreed to sign-off at Main Meeting 19.09.18.** | **Office to arrange for Allotment Co-Worker Policy to be ready for sign-off at MM 19.09.18.** |
| M/41/18 | **Employees Handbook** (19/18/(i))  To discuss - the current policy to review is dated 1st February 2014. **Discussion followed regarding best way to move the review forward. It was agreed that the Employees Handbook would be reviewed by Working Group 2 (Governance) to review and feed back findings to full Management Committee for consideration at a future meeting.** | **Group 2 to review. Reviewed version to be discussed at future management meeting.** |
| M/42/18 | **Press and Media** (19/18/(m))  To discuss - the current policy to review is dated 7th June 2017. **Discussion took place and it was decided that there was only to be a logo change. Updated version to be signed-off.** | **Updated version to be ready for sign-off.** |
| M/43/18 | **OM Report**  Office Manager to provide update/report to Management Committee. **Discussion followed regarding content of report after which** **Cllr Wright asked management council of they had any comments/alterations to make. No changes requested.** |  |
| M/44/18 | **Office Meetings Diary** (M23/18)  Office Manager to provide update/report to Management Committee. **Defer to next management meeting of 12.09.18.** | **Item for next management meeting agenda 12.09.18** |
| M/45/18 | **SPC Website (**M/26/18)  Cllr. Linda Morgan to provide list of suggested amendments received from Cllrs. **Discussion followed regarding** **lack of** **suggestions received. Proposed by Cllr Kirkham, seconded by Cllr G Parker that the Human Resources Committee take back.** **A vote followed and it was agreed by 9 votes for.** | **Website to transfer to HR Committee** |
| M/46/18 | **Finance**  Deferred from MCM 11th July 2018 – to discuss what form this could take for Working Group 2. **Cllr G Davison updated the management council on the situation with the Cambridge & Counties bank account. He went on to confirm that as a consequence of Mrs Mortimer (Clerk) no longer working for Stantonbury Parish Council, we have considered our banking options and vote to close the Cambridge and Counties Bank Account. Cllr Davison proposed to close the Cambridge and Counties Bank Account and this was seconded by Cllr L Morgan. Agreed by 9 votes for.** | **Parish signatories to continue to administer closure of account.** |

**Meeting closed at 8.30 pm**