

28 August 2019

To all members of the Management Committee

You are hereby summoned to attend the Management Committee Meeting of Stantonbury Parish Council being held on **Wednesday 11 September 2019 at 7.00 pm** at Stantonbury Parish Office, 126 Kingsfold, Bradville, for the purpose of transacting the business as set out below.

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Chairman-Management Committee

Working Group 1

Cllr Peter Kirkham – Leader
Cllr Sara Agintas
Cllr Sandra Kennedy
Cllr Barbara Wright

Working Group 2

Cllr Linda Morgan – Leader
Cllr Graham Davison
Cllr David Wright-Committee Chairman
Cllr Abid Anwar
Cllr Carol Northwood

AGENDA

	15-minute session for members of the public to speak. No members were present.
	Present:
M/37/19	Apologies:
M/38/19	Declarations of Interest:
M/39/19	Minutes: To agree and sign the Minutes of the Management Committee Meeting held on Wednesday 10 July 2019 .
M/40/19	Working Groups a) Working Group 1 Chairman to ask Working Group 1 to update on the following policy/document reviews: <ul style="list-style-type: none"> • Policy on the reporting of meeting of the Council – V2 BB16 • Statement on Equality and Diversity-BB14 • Equality Policy-V3 BB24b • Fire Safety Policy/Plan – BB30

b1)	Working Group 2 Archiving Chairman to ask Working Group 2 to review whether any policies/documents need archiving.
b2)	Review Chairman to present the following policies/documents for review: -Lone Working Policy-V1-BB23 -Lone Working Risk Assessment Appendix I-V1-BB23b -Lone Working Risk Assessment Appendix II-V1BB23c
b3)	Draft Policy Progression Committee to review all current draft policies to enter into policy review system. -Draft Paternity Leave Policy -Draft Maternity Leave Policy -Draft Colleague Handbook
M/41/19	Safeguarding Children and Adults Committee to give comments on Safeguarding Children and Adults Policy to bring up to date with current Council needs.
M/42/19	Procurement Procedure To discuss changes needed following review to the procurement procedure and or associated documents.
M/43/19	Grant Policy-V2-BB15 Working Group 2 Leader to update Council on current status of the Grant Policy.
M/44/19	Community Projects Committee Terms of Reference Management Committee to review and agree to pass the Community Projects Terms of Reference on to the next Main Meeting 18.09.19 for sign off.
M/45/19	Next Management Meeting Date Management Committee to discuss and agree the date and time to hold the next Management Committee Meeting. The suggested date and time are Wednesday 9 October 2019 at 7.00pm
M/46/19	Agree to hold a confidential Part 2 of the meeting at which the press and the public will be excluded under the Public Bodies (Admission to Meetings) Act 1960 section (2).
a)	Confidential Consideration of matters related to the following confidential matters: Staff Issues

The next meeting of Stantonbury Parish Management Committee will be held at the Parish Office, 126 Kingsfold, Bradville.