

16 September 2019

Minutes of the Management Committee Meeting held on
Wednesday 11 September 2019 at 7.00 pm
at Stantonbury Parish Council Office, 126 Kingsfold, Bradville

Committee Members:

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

MINUTES

	15-minute session for members of the public to speak. No members were present.	
	Present: Cllr D Wright-Chairman Cllr L Morgan Cllr P Kirkham Cllr C Northwood Cllr A Anwar Cllr S Agintas Cllr G Davison K Fane – Minute-taker	
M/37/19	Apologies: Cllr B Wright Cllr M Millen Cllr S Kennedy (Arrived at 19.12 pm) Agreed by 7 votes for.	
M/38/19	Declarations of Interest: None.	
M/39/19	Minutes: To agree and sign the Minutes of the Management Committee Meeting held on Wednesday 10 July 2019. Agreed by 6 votes for, 1 abs.	

M/40/19	<p>Working Groups</p> <p>a) Working Group 1 Chairman to ask Working Group 1 to update on the following policy/document reviews:</p> <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 <p>Working Group 1 leader, Cllr Kirkham confirmed the group would be meeting on 16.09.19 to discuss the policy reviews</p> <p>b1) Working Group 2 Archiving Chairman to ask Working Group 2 to review whether any policies/documents need archiving. Working Group 2 Leader, Cllr Morgan confirmed the archiving was progressing well in the office. The next archiving meeting is scheduled for 16.09.19.</p> <p>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 Cllr Morgan confirmed all 3 policies/assessments BB23/BB23b/BB23c are to be referred to the group for further revisions.</p> <p>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 Chairman introduced these 3 new draft policies for consideration to add to our current policies. Chairman requested council to confirm in turn if each of the 3 policies are required. The council agreed they all were. It was agreed that these draft policies be reviewed by Working Group 2.</p>	<p>WG2</p> <p>WG2 Update on reviews MCM 09.10.19</p>
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	Cllr S Kennedy arrived at this point, 7.12 pm, gave her apologies and joined the meeting.	
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. Cllr Kennedy was able to confirm that she was working with the office to find a policy from NALC on which to draw from. Cllr Kennedy confirmed she will update the Management Committee at a later meeting.	SK
M/42/19	Procurement Procedure To discuss changes needed following review to the procurement procedure and or associated documents. Chairman confirmed that the office needs to trial the procurement procedure.	Office/RFO
M/43/19	Grant Policy-V2-BB15 Working Group 2 Leader to update Council on current status of the Grant Policy. Cllr Morgan confirmed the review is still taking place and is not yet ready to present to committee.	LM
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. Agreed by 8 votes for.	Office
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. Agreed by 8 votes for.	
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). Agreed by 8 votes for. Part 1 of the meeting finished on 7.20 pm. At this point K Fane left the meeting.	

	Confidential Consideration of matters related to the following confidential matters:	
a)	Staff Issues- All comments concerning this item are held in the confidential minutes book, locked in the confidential box.	

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