12 April 2019

Minutes of the Management Committee Meeting

Held on **Wednesday 10 April 2019** at **7.00 pm**

At Stantonbury Parish Council Office, 126 Kingsfold, Bradville

**Committee Members:**

Cllr David Wright-Chairman

Cllr Graham Davison

Cllr Linda Morgan

Cllr Sandra Kennedy

Cllr Sara Agintas

Cllr Marie Farmer

Cllr Peter Kirkham

Cllr Geoff Parker

**MINUTES**

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|  | **15-minute session for members of the public to speak**.  No members were present. |  |
|  | **Present:**  Cllr David Wright-Chairman  Cllr Graham Davison  Cllr Linda Morgan  Cllr Sandra Kennedy  Cllr Sara Agintas  Cllr Marie Farmer  Cllr Peter Kirkham |  |
| M/99/18 | **Apologies:**  Cllr G Parker-**Accepted by 7 votes for**. |  |
| M/100/18 | **Elect a Chairman of the Management Committee**  Committee to nominate and elect who they would like as the Chairman of the Management Committee for 2019/2020 by show of hands. **Defer to next MCM 22.05.19.** | **Office** |
| M/101/18 | **Declarations of Interest:**  None. |  |
| M/102/18 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on **Wednesday 13 March 2019**. **Agreed by 6 votes for, 1 abs.** | **Office** |
| M/103/18 | **Office Manager Update**  Office Manager to give a written update to the Management Committee. **Cllr Davison proposed and Cllr Morgan Seconded that the Office Manager should attend future Management Committee Meetings. Agreed by 7 votes for.** | **OM** |
| M/104/18 | **Working Groups Update**  Working Group leaders to give verbal updates on the current status of the document reviews. **A discussion followed at which the Councillors explained ongoing policy difficulties.**  **The Chairman of the Management Committee informed the Councillors that he had put together a Policy Control Plan which would be discussed further in item M/106/18.** | **DW** |
| M/105/18 | **IT Maintenance Contract Update**  Cllr Davison/Cllr Morgan to give written update to the Management Committee on the current situation with the IT Maintenance Contract following the meeting on 01.04.2019. **Discussed and presented by Cllr Davison. During which he felt a leavers protocol was needed, and that there should be GDP paperwork for partnership.**  **It was further discussed that there should be new email addresses for all the Parish Councillors. This should take the form “**[**first.surname@stantonburyparishcouncil.org.uk**](mailto:first.surname@stantonburyparishcouncil.org.uk)**”**  **Emails from all Councillors to the office are to make sure they use the prefix “Cllr” in the subject bar. This is to be introduced when the new Councillors join.**  **An urgent procedure is needed to be put in place for electronic filing.**  **A Discussion on the Website is to take place at the Main Meeting on 01.05.19.** | **Cllr M Millen**  **OM**  **All Cllrs**  **OM** |
| M/106/18 | **Policy Control**  Chairman to present to the Management Committee a flow chart detailing how policies are to be dealt with. **Further discussion regarding which policies to review to take place at the next Main Meeting on 01.05.2019.** | **DW** |
| M/107/18 | **Standing Orders**  Working Group 1 Leader, Cllr Morgan to discuss how the review is progressing. **Cllr Morgan confirmed this was to be produced, finalised and approved by 15.05.19.** | **WG1** |
| M/108/18 | **Confidential Process**  Chairman to discuss the confidential process of all meetings. **Management Committee Chairman Wright discussed the written report he had circulated to the Councillors. A confidential book will be kept in a locked box in the office. Each Chairman will hold a key (Chairs of Main/Management and Human Resources). This will be the only record and there will be no published minutes.** | **DW** |
| M/109/18 | **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 22 May 2019** at **7.00pm**. **Agreed by 7 votes for.**  **Cllr Kennedy gave her apologies for this next Management Meeting date.** | **Office** |
| M110/18 | **Agree to hold a confidential Part 2 of the meeting at which press and the public will be excluded under the Public Bodies (Admission to Meetings) Act 1960 section (2).**  **Agreed by 7 votes for.** |  |
| M/111/18 | **Confidential**  Consideration of matters related to the following confidential matters:   * Update on legal matters-**Outcome recorded in the confidential book.** * Staff issues-**Full and frank discussion. Advert for a Proper Officer to go out asap.** | **OM** |

The next meeting of Stantonbury Parish Management Committee

will be held at the Parish Office, 126 Kingsfold, Bradville**.**