10 April 2018

Minutes of the Management Committee of Stantonbury Parish Council

Held at **10.00 am** on **Tuesday 10 April 2018**

At Stantonbury Parish Office, 126 Kingsfold, Bradville

**Committee Members:**

Cllr D Wright (Chairman)

Cllr S Agintas

Cllr G Davison

Cllr P Kirkham

Cllr D Outram

Cllr G Parker Helen Mortimer (Clerk)

**MINUTES**

|  |  |  |
| --- | --- | --- |
|  | 15 minute session for members of the public to speak. |  |
| M/57/17 | **Present:**  Cllr D Wright  Cllr S Agintas  Cllr G Davison  Cllr P Kirkham  H Mortimer – Minute Taker  H Sharp – Office Manager  S Kennedy - Councillor  L Morgan - Councillor |  |
| M/58/17 | **Apologies:**  Cllr G Parker – **Agreed by 4 votes for**  Cllr D Outram – **Agreed by 4 votes for** |  |
| M/59/17 | **Declarations of Interest:**  None |  |
| M/60/17 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on **Wednesday 14 February 2018**.  **Agreed by 4 votes for** |  |
| M/61/17  a)  b)  c)  d)  e)  f)  g)  h)  i)  j)  k) | **Policies:**  To review the following policies, then present to Main Meeting for signing off. These are to be worked on, on an ongoing basis.  **Complaints Handling**  **Councillors Induction Pack**  Work in Progress - Await Councillor’s feedback & report  **Employee Handbook**  **Equality Policy**  **Freedom of Information Act**  **Induction Pack for New Councillors**  **Risk Assessment**  **Statement of Equality and Diversity**  **Statement of Intent**  **Stress Policy**  **Allotment Risk Assessment** | **Changes as per DW notes.** |
| M62/17 | **Office Tasks**  To review and discuss the office tasks spreadsheet. **Work in Progress.** | **Update from OM. To also provide a workable list.** |
| M/63/17 | **Declarations of Interest**  Create a simple guide to declaring an interest at council meetings. Copies with Cllrs.  **Agreed by 4 votes for. Adopted 10.04.2018**. |  |
| M/64/17 | **Co-option Procedures Policy**  To agree the Co-option Procedures Policy as distributed.  **Good written and verbal communication**. **Adopt with amendments**. **Agreed by 4 votes for**. |  |

**Meeting Closed at 12.12 pm**

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

**will be held on Wednesday 9 May 2018 at 10.00 am,**

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