8 November 2017

Minutes of the Management Committee of Stantonbury Parish Council

Held at **10.00 am** on **Wednesday 8 November 2017**

At Stantonbury Parish Office, 126 Kingsfold, Bradville

**Committee Members:**

Cllr R Wilde (Chairman)

Cllr S Agintas

Cllr P Kirkham

Cllr D Outram

Cllr G Parker

Cllr D Wright Helen Mortimer (Clerk)

**MINUTES**

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|  | 15 minute session for members of the public to speak. |  |
| M/24/17 | **Present:**  Cllr P Kirkham  Cllr G Parker  Cllr D Wright  Cllr G Davison (acting Chair of group)  Helen Mortimer – Clerk – Minute Taker  Council to elect a new Chairman after the resignation of Cllr R Wilde. Council elected Cllr David Wright as the new Chairman for the Management Committee. **Agreed by 3 votes for**.  Council elected Cllr Graham Davison to replace Cllr Richard Wilde as a member of the Management Committee Meeting. **Agreed by 4 votes for**. |  |
| M/25/17 | **Apologies:**  Cllr D Outram |  |
| M/26/17 | **Declarations of Interest:**  None |  |
| M/27/17 | **Minutes:** To agree and sign the Minutes of the Management Committee Meeting held on **Wednesday 11 October 2017. Agreed by 3 votes for, 1 abs.** |  |
| M/28/17 | **Councillor Proposal Form**  To discuss and agree NALC updates to SPC Agenda Proposal Form **Agreed by 4 votes for.** | **Office to distribute** |
| M/29/17 | **Standing Orders**  Initially review Standing Orders with respect to conduct at meetings.  **Councillors decided that no changes were necessary but the office to update front logo and send to Main council for next meeting.** | **Clerk to organise**  **Councillors to write procedure for document control to ensure all amendments are highlighted in future councillor copies**  **.** |
| M/30/17 | **Lone Working Policy**  To pay particular attention regarding current recruitment. Keep policy but add appendices.  Appendix 1 – Office Lone Worker  Appendix 2 – Ranger Lone Working  Violence procedure for Ranger to follow   1. Take a photo 2. Step away 3. Remove yourself from the situation   **Defer for 2 weeks until next management committee meeting and ensure this is in place ready for Parish Ranger.** | **Councillors to organise / Chair of Management**  **Agenda item for**  **MCM 21.11.17** |
| M/31/17 | **Financial Regulations**  To review Financial Regulations considering future contracts.  **Agreed by 4 votes for to remove from the Agenda.** |  |

**Meeting Closed 10.35 am**

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

**will be held on Tuesday 21 November 2017 at 2.30 pm,**

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