

5 February 2020

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 12 February 2020 at 7.00 pm** at Stantonbury Parish Office, 126 Kingsfold, Bradville, for the purpose of transacting the business as set out below.

S Kennedy

S Kennedy
Chairman-Management Committee

Committee Members:

Cllr M Millen (Committee Member, though not currently a working Group Member)

Working Group 1

Cllr Peter Kirkham – Leader
Cllr Sara Agintas
Cllr Sandra Kennedy - Chairman
Cllr Ann Ronaldson

Working Group 2

Cllr Linda Morgan – Leader
Cllr Graham Davison
Cllr Abid Anwar
Cllr Carol Northwood

AGENDA

	Present:
M/81/19	Apologies:
M/82/19	Chairman's Remarks
M/83/19	Declarations of Interest:
M/84/19	Minutes: To agree and sign the Minutes of the Management Committee Meeting held on 8 January 2020 .
M/85/19	Policy Updates <ul style="list-style-type: none"> a) Chairman to give committee policy review updates as provided by the full Management Committee from MCM 08.01.20. a1) Policy on the reporting of meeting of the Council-BB16 a2) Statement on Equality and Diversity-BB14 b) Draft Policy Progression Working Group 2 Leader to give Committee an update on the progression of the following draft policies:

	<ul style="list-style-type: none"> b1) Draft Paternity Leave Policy b2) Draft Maternity Leave Policy b3) Draft Colleague Handbook b4) Safeguarding Policy-BB33 b5) Equality Policy-BB24b <p>c) <u>Working Group 2</u> Working Group 2 Leader to give Committee an update on the progression of the following policy reviews.</p> <ul style="list-style-type: none"> c1) Lone Working Policy-V1-BB23 c2) Lone Working Risk Assessment Appendix I-V1-BB23b c3) Lone Working Risk Assessment Appendix II-V1BB23c c4) Fire Safety Policy/Plan-BB30
M/86/19	<p>Annual Meeting of the Parish (AMOP) Working Group Chairman to suggest committee form a working group to review the following policies required for adoption at the Annual Meeting of the Parish on 20 May 2020.</p> <ul style="list-style-type: none"> a) Standing Orders-BB14 b) Financial Regulations-BB17 c) Risk Assessment-BB27
M/87/19	<p>Terms or Reference Review Chairman to request all Terms or References be reviewed to reflect current procedures. Terms of References currently in place:</p> <ul style="list-style-type: none"> a) Allotment Terms of Reference-BB6 b) Community Projects Terms of Reference-BB8 c) Human Resources Terms of Reference-BB9 d) Management Terms of Reference-BB10 e) Neighbourhood Plan Committee Terms of Reference-BB11 f) Neighbourhood Plan Steering Group Terms of Reference-BB12
M/88/19	<p>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 11 March 2020 at 7.00pm.</p>

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