

12 February 2020

Minutes of the Management Committee Meeting held on  
**Wednesday 12 February 2020 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 - Chairman

Cllr Ann Ronaldson

**Working Group 2**

Cllr Carol Northwood – Vice Chairman and  
WG2 Leader

Cllr Graham Davison

Cllr Abid Anwar

Cllr Linda Morgan

**MINUTES**

	<b>Present:</b> Cllr S Kennedy (SK) – Chairman Cllr S Agintas (SA) Cllr P Kirkham (PK) Cllr A Ronaldson (AR) Cllr C Northwood (CN) Cllr L Morgan – Minute-taker	
M/81/19	<b>Apologies:</b> Cllr A Anwar – <b>Agreed by 6 votes for</b> Cllr G Davison – <b>Agreed by 6 votes for</b> Cllr M Millen – <b>Agreed by 6 votes for</b>	
M/82/19	<b>Chairman's Remarks</b>  a) <b>Cllr M Millen's Resignation from the Management Committee</b> The Chairman confirmed to committee the resignation (from the Management Committee), received from Cllr Millen. Cllr Millen had felt there was a conflict between his role as the HR Committee Chairman and his membership of the Management Committee. The resignation was to take immediate effect. The Committee accepted the resignation by 6 votes for.  b) <b>New Chairman Committee Review</b> The Chairman, Cllr Kennedy, asked the committee members to do a verbal update on where they were with Management Committee projects at present.	

M/83/19	<b>Declarations of Interest:</b> None	
M/84/19	<b>Minutes:</b> To agree and sign the Minutes of the Management Committee Meeting held on <b>8 January 2020. Agreed by 6 votes for.</b>	
M/85/19	<b>Policy Updates</b> <ul style="list-style-type: none"> <li>a) Chairman to give committee policy review updates as provided by the full Management Committee from MCM 08.01.20. <b>Chairman asked WG leader to give update on individual status of each policy being reviewed.</b></li> <li>a1) Policy on the reporting of meeting of the Council-BB16- <b>Review complete. Policy to be forwarded for adoption and sign-off at the next Main Meeting on 19.02.20. Agreed by 6 votes for.</b></li> <li>a2) Statement on Equality and Diversity-BB14-<b>Review complete. Policy to be forwarded for adoption at the next Main Meeting on 19.02.20. Agreed by 6 votes for.</b></li> <li>b) Draft Policy Progression Working Group 2 Leader to give Committee an update on the progression of the following draft policies:</li> <li>b1) Draft Paternity Leave Policy-<b>BB35-Council agreed to include the Paternity Leave Policy into our range of policies. Policy to be included for adoption at the MM on 18.03.20. Agreed by 6 votes for.</b></li> <li>b2) Draft Maternity Leave Policy-<b>BB34- Council agreed to include the Maternity Leave Policy into our range of policies. Policy to be included for adoption at the MM on 18.03.20. Agreed by 6 votes for.</b></li> <li>b3) Draft Colleague Handbook- <b>Deferred to future meeting.</b></li> <li>b4) Safeguarding Policy-BB33- <b>Deferred to future meeting.</b></li> <li>b5) Equality Policy-BB24b- <b>Council discussed and agreed to the revisions supplied by Cllr Millen. Once updated, the policy is to be featured at a future Main Meeting for adoption and sign-off. Agreed by 6 votes for.</b></li> </ul>	

<p>c)</p> <p>c1)</p> <p>c2)</p> <p>c3)</p> <p>c4)</p>	<p><u>Working Group 2</u> Working Group 2 Leader to give Committee an update on the progression of the following policy reviews. <b>Chairman Kennedy updated committee, due to other work commitments, the current WG2 leader has stepped down from her role. The new WG2 leader will be Cllr Northwood with immediate effect. Agreed by 6 votes for.</b></p> <p>Lone Working Policy-V1-BB23-<b>Defer to future meeting.</b></p> <p>Lone Working Risk Assessment Appendix I-V1-BB23b-<b>Defer to future meeting.</b></p> <p>Lone Working Risk Assessment Appendix II-V1BB23c-<b>Defer to future meeting.</b></p> <p>Fire Safety Policy/Plan-BB30- <b>Defer to future meeting.</b></p>	
<p>M/86/19</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p><b>Annual Meeting of the Parish (AMOP) Working Group</b> 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. <b>Committee agreed to the working group. Members are:</b></p> <p><b><u>AMOP Working Group</u></b></p> <p><b>Cllr S Kennedy</b></p> <p><b>Cllr S Agintas</b></p> <p><b>Cllr L Morgan</b></p> <p><b>K Fane (Office Support)</b></p> <p><b>Committee confirmed the first meeting of this group should be held at 11.00 am on Monday 9<sup>th</sup> March 2020 at 11.00 am.</b></p> <p>Standing Orders-BB14-<b>AMOP WG to discuss at first review on 09.03.20.</b></p> <p>Financial Regulations-BB17- <b>AMOP WG to discuss at first review on 09.03.20.</b></p> <p>Risk Assessment-BB27- <b>AMOP WG to discuss at first review on 09.03.20.</b></p>	
<p>M/87/19</p>	<p><b>Terms or Reference Review</b> Chairman to request all Terms of References be reviewed to reflect current procedures. Terms of References currently in place:</p>	

	<p>a) Allotment Terms of Reference-BB6-<b>WG1</b>  b) Community Projects Terms of Reference-BB8-<b>WG2</b>  c) Human Resources Terms of Reference-BB9-<b>WG2</b>  d) Management Terms of Reference-BB10-<b>WG2</b>  e) Neighbourhood Plan Committee Terms of Reference-BB11-<b>WG1</b>  f) Neighbourhood Plan Steering Group Terms of Reference-BB12-<b>WG1</b></p> <p><b>WG1 next meeting to be Thursday 27<sup>th</sup> February 2020 at 10.00am.</b></p> <p><b>WG2 next meeting to be Monday 2<sup>nd</sup> March at 11.00 am</b></p> <p><b>The reviews of the working groups are to be ready for the Management Group on 11.03.20.</b></p>	
M/88/19	<p><b>Next Management Meeting Date</b>  Management Committee to discuss and agree the date and time to hold the next Management Committee Meeting. The suggested date and time are <b>Wednesday 11 March 2020 at 7.00pm. Agreed by 6 votes for.</b></p>	

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