

12th May 2022

General Purposes Committee Meeting
held on **12th May 2022 at 10.30am**
at **Stantonbury Parish Office, 126 Kingsfold, Bradville,**
For the purposes of transacting the business as set out below.

Minutes

Committee Members:	
Cllr Graham Davison (GAD)	Cllr Peter Kirkham – Chair (PK)
Cllr Abid Anwar (AA)	Cllr Sara Agintas (SA)

Newly voted Chair (Peter Kirkham) Welcome and Introduction to General Purpose Committee meeting. PK

		Actions
29/21	<p>Present: Committee Members Attending were: Cllr Sara Agintas (SA) Cllr Abid Anwar (AA) Cllr Graham Davison (GAD) Cllr Peter Kirkham – Chair (PK)</p> <p>Non-Committee Members Attending were: Cllr Sandra Kennedy (SK) Cllr Linda Morgan (LM)</p> <p>Staff Attending: Mrs K Fane (KF) Minute-Taker Mrs Donna Moore (DM) - Temporary Acting Proper Officer</p>	
30/21	Apologies for Absence: None.	
31/21	Public Forum for members of the public to speak: None.	
32/21	Declarations of Interest: None.	
33/21	<p>Minutes: Minutes were approved at the main meeting 19th January 2022. Noted.</p>	
34/21	<p>Standing orders</p> <p>a) To discuss and review Standing Orders. DM advised throughout the Policy there were wording choices to be made. Committee were asked to make their option choice for recommendation to the Main Meeting.</p> <p>b) Committee to consider adding to Standing orders, “As much as reasonably possible councillors and staff try to hold non committee meetings virtually”. (Pages 6/7/8). Agreed to add sentence to Item 3-Meetings Generally by 4 votes for.</p>	DM/JH
	<p>Additional Item-Committee Member Numbers GAD requested to speak to committee about member numbers. The Chair agreed. GAD discussed how he felt it better to limit the number of committee members for each committee to allow for more flexibility. With a minimum of 3 members. SK added she had</p>	DM

	concerns for when members were sick/on holiday. DM was asked to confirm meeting quoracy and get back to committee.	
35/21	Building CCTV and Security: To discuss and create a working group and create a project form. DM advised Expert Security are currently our providers and SPC have ongoing issues with their service. Following discussion, it was resolved the staff look into alternatives and come back to committee to make option choice.	DM/RFO
36/21	Fire Protection Systems: Verbal report from Mrs Moore DM advised the contract expires in June. 3 companies had been reviewed and were within spending limit. GAD advised decision should be via committee who are presented with 3 anonymised quotes to choose from as other considerations apart from cost. Resolved committee presented with options to choose from.	DM/RFO
37/21	IT Project: Update from working group. GAD gave apologies and requested item deferred to next meeting. Agreed by 4 votes for.	GAD
38/21	Changing Parish email / website address To discuss to change website / email address to.gov.uk – need to create project form. GAD advised lots of work involved in doing this and suggested a project is created to investigate initial costings. AA to lead.	AA/DM/ JH
39/21	Policies classifications Committee to discuss and advise policy classification, to understand which policy's fall in the criteria already set. <ul style="list-style-type: none"> • Restricted • Public • Private Following discussion, it was agreed to defer to Main Council Meeting to decide.	DM
40/21	Quarterly work schedules of office staff To review work schedules as per the Term of Reference for this Committee. GAD clarified meaning of 'workload' and gave example to committee. Following discussion, it was resolved to: <ul style="list-style-type: none"> • Look into outsourcing procurement. • Look into outsourcing payroll. • Ask staff to give information on purchases made in last year. Chair made request to also involve JH.	DM/RFO/ ST/KF/ JH
41/21	Next General Purposes Committee Meeting Discuss and agree the next meeting date. Suggested next date Wednesday 29th June 2022. Following request to change date to Monday 27th June 2022 it was resolved to leave the decision of the time to the Annual Meeting (Item 14/22 d).	

Meeting finished at 11.40am.