



**Minutes of the Personnel, Policies and Regulations Committee Meeting** held at the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG at **8pm on Monday 14 May 2018.**

**1. Present:**

Councillors: Langstone (Chair), Pretty, Woods and Brown  
Clerk: Mrs Peachey

**2. Minutes of the last meeting:**

Minutes of the meeting held **5 March 2018** were agreed as a true record.

**Proposed:** Cllr Langstone **Seconded:** Cllr Pretty **Agreed**

**3. Actions from the previous meeting:**

Renaming of Personnel Committee to Personnel, Policies and Regulations Committee	Completed
Adverse Weather Policy	Ongoing
Resignation of Cllr Rolfe M.B.E - to Full Council	Completed
DSE, Health & Safety and Lone Working Policy approval – to Full Council	Completed
Clerk to check delivery date of Parish Meeting leaflets	Completed

**4. Declarations of interest:**

None

**5. Staff & Councillors:**

- a) Councillor vacancies – no applications received to date – suggestion the Harwich & Manningtree Paper and In Touch be contacted. **Action**
- b) Matters arising from 24/05/18 – 8/05/18
  - i. Personnel Policies and Regulations Committee requested the Clerk circulate the Code of Conduct to Councillors reminding them there are correct ways to deal with issues that may arise. **Action**

**6. Parish Clerk:**

- a) **For Information;** clerk has 44hrs holiday entitlement remaining
- b) **For Information;** NALC pay award has been released

**7. Training:**

Chairman’s training course date 23 May 2018 cost £85.00. *The committee observed that the course is very near the May meetings which determine Chairman/Vice Chairman. It was suggested the Clerk make this observation to EALC and suggest the course date be rescheduled to June.*

**Action**

**8. Review of new LPC Policies:**

- a) Review of the Code of Conduct – *the paper was reviewed and amendments recommended. It was suggested that given the shortness of time for alterations to be*

*made between this and the Full Council Meeting, the policy be taken to Full Council in June.*

**Action**

**9. Feedback from Parish Meeting:**

- a) Cost of the meeting will be determined for the next Personnel Meeting
- b) Observations and comments regarding this year's meeting were received from a minimal number of attendees and were:
  - i. Councillors spent too long talking to each other and not circulating and talking to residents.
  - ii. Meeting part and questions/answers went on too long, which caused exhibitors to pack up and leave, causing the evening to 'die out'.
  - iii. People enjoyed the evening
- c) Suggestion for next year; **Lawford Life, Clubs, Crafts and Businesses.** Suggested it also be held later in the year. On Agenda for next Personnel, Policies and Regulations meeting in July. Clerk will make enquiries of Venture Centre as to possible dates in April to be discussed at the July meeting.

**Action**

**10. Matters to be raised by members for the next agenda:**

None

The next **Personnel Committee Meeting** is scheduled **2 July 2018**

**Signature: (Chair)** ..... **Date**.....