

Lawford Parish Council



Minutes of the Personnel, Policies and Regulations Committee Meeting held at the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG at **7pm** on **Monday 3 September 2018**.

1. Present:

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

2. Apologies:

Councillor V Guglielmi advised she will no longer be able to attend PPR Committee meetings. The committee resolved that it could function with four councillors and no new member would be sought.

Proposed: Cllr Brown **Seconded:** Cllr Langstone **Agreed**

3. Minutes of the last meeting:

Minutes of the meeting held **2 July 2018** were agreed as a true record.

Proposed: Cllr Pretty **Seconded:** Cllr Woods **Agreed**

4. Actions from the previous meeting:

Chairman's training course – arranged for 13 August 2018	Completed
Amending list of meetings to state Agendas are on Website and can be obtained from office by prior notice.	Completed
Review of Office IT and Printers	Completed
Check availability of Venture Centre – provisionally booked for 15 April 17.30-9.30. Must be confirmed	Ongoing - see item 8 below
Operation London Bridge – <i>Clerk requested to discuss with the Clerks of the respective Parishes.</i>	Completed
Clerk should make enquiries about having a copy of the Electoral Role	Completed
Clerk was requested to circulate a copy of the Travellers Legal update to all councillors	Completed

5. Declarations of interest:

None

6. Parish Clerk:

a) **For Information;** clerk has 8.8hrs holiday entitlement and 3.25hrs toil remaining.

Arranged leave:

- 12/13 September 2018
- 15 October 2018 (may be available for meeting)
- 19/20/24/27/31 December 2018
- 2/3 January 2019

b) It was proposed Mrs St James be asked to provide cover for Clerk during booked holidays over the Christmas/New Year Period

Proposed: Cllr Brown **Seconded:** Cllr Pretty **Agreed**

Action – to Full Council

- c) **To review** the EALC Profile exercise completed by the Clerk as a result of the increase in Lawford's population/new legislative requirements/GDPR and increased requirements for Audit. The EALC profile exercise is designed to determine where on the grading the Clerks should sit as a result of increased workload/requirements. **Cllr Brown will examine the Profile Exercise and discuss with EALC, reporting back to the PPR Committee or Full Council – whichever meets first.**
- d) **For discussion;** clerks workload. Clerk suggested Mrs St James, who stands in for the Clerk during leave, be approached to assist with some tasks. *It was proposed Mrs St. James be approached to work as a Clerical Assistant for 3hrs per week at her normal rate of £10 per hour to carry out specific functions - See items 7a) and m). This to begin as soon as approved and continue to end of December when it will be reviewed.*

**Proposed: Cllr Brown Seconded: Cllr Woods Agreed
Action – to Full Council**

7. Council/Councillors:

For further discussion;

- a) Reducing the number of Councillors - *It was proposed this be reviewed at the first meeting following council's next Election in May 2019.*

**Proposed: Cllr Pretty Seconded: Cllr Brown Agreed
Action – to Full Council**

- b) Changing the name of Council – **Note:** *to Full council for further discussion as it has now become apparent this will have a bearing on the new Website.* **Action - to Full Council**

- c) Reducing the number of meetings per year – Cllr Langstone produced a discussion document to be circulated at the Full Council meeting for discussion and approval with the intention that if approved the new dates be put in place from January 2019.

Action – to Full Council for discussion

- d) Committee powers/remits and the possibility of budget allocation to enable committees to carry out works without referring back to Full Council. Proposed remits will be taken to Full Council for discussion and the proposed £5,000.00 budget for the Amenities Committee will be taken forward by the Finance Committee.

Action to Full Council

- e) Standing Orders; amendments to consider – an alteration to be made for GDPR and the 2018 Standing Orders to be reviewed in May 2019.

Proposed: Cllr Langston Seconded: Cllr Brown Agreed

- f) Financial Regulations; amendment for consideration if committees are given a budget. Clerk to review (taking into account the Amenities Budget if approved) and put before PPR Committee when completed.

Action - Clerk

- g) Quality Council; actions required to achieve this (Action Plan now completed). *The Website Working Group will now also look at achieving Quality Council Status as the two are inextricably linked. (Website & Quality Council working Group)*

- h) New Website – meeting being held 5th September 2018 for a presentation by Mr St. James.

- i) Grant Policy amendment – **suggestion grants be dealt with once per year.** *It was proposed the cut-off date for Grant applications be the **third Monday of June** as this allows the Clerk time to process and place on the Agenda for a decision in July. To come into force for 2019. **Note:** If approved Grant requests received after December 4th 2018 will not be reviewed until July 2019.*

**Proposed: Cllr Brown Seconded: Cllr Pretty Agreed
Action – to Full Council**

- j) Policies; to bring the review of all policies in line it is suggested they ALL be reviewed at the Annual Meeting in May. **Proposed: Cllr Pretty Seconded: Cllr Langstone Agreed**

Action – to Full Council

k) In relation to the above it has been suggested a Councillors manual copy of the Information Pack be produced for each councillor as it is felt this is easier to read and maintain. If approved it is suggested Mrs St James be tasked with producing the packs.

Proposed: Cllr Brown **Seconded:** Cllr Langstone **Agreed**
Action – to Full Council

l) Councillors to sign in May to confirm they have read and kept the hard copy Councillors Information Pack up to date. **Proposed:** Cllr Langstone **Seconded:** Cllr Pretty **Agreed**

m) Creation of a **GDPR policy/plan** - council is required to have in place an action plan to meet GDPR regulations. *The Records Retention Policy will form the basis of the GDPR Action Plan. It was agreed files should be scanned and kept electronically unless there is a requirement for a 'Hard Copy' as with Minutes and some Finance documents.*

Action - Clerk

n) Clerk proposes Mrs St James assist Clerk in achieving the GDPR action plan (*item 5 d) and 6 l) above*) **Agreed – to Full council for information**

o) A review of the Code of Conduct took place at the May meeting, Clerk has updated and due to time constraints members of the Personnel Committee will meet in the Clerk's office to review the amended document.

p) Procedure for the running of future events of the FFF Finances – if there is a future event it will not take place until 2020. It was therefore proposed that a Finance procedure be put in place immediately a decision is made to hold the event. Cllr Pretty will (if re-elected) sit on that committee to ensure accounts are satisfactorily produced.

8. Auditor:

New audit requirements - additional workload for both Clerk and internal auditor see 'Internal Audit Checklist'. Council's present auditor has advised she will complete the current year but will not continue into the next financial year. *Proposed this appointing of a new Internal Auditor be on the next Personnel Agenda.* **Action**

9. Parish Meeting 2019:

Suggested theme - Lawford Life, Clubs, Crafts and Businesses

The Venture Centre provisionally booked for 15 April 2019 from 5.30-9.30. **Must be confirmed in order to secure – proposed Clerk confirm the date of the meeting.** **Action**

10. Legal Updates:

Clerk to make committee/councillors aware of any item that is relevant or urgent. **Action**

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

a) Attendance sheet to be implemented

b) Bad Weather Policy - take to Full Council

Action

The next **Personnel Committee Meeting** is scheduled **5 November 2018**

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