

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 5 November 2018**.

1. Present:

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

2. Apologies:

Cllr Woods

3. Minutes of the last meeting:

Minutes of the meeting held **3 September 2018** were agreed as a true record.

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

4. Actions from the previous meeting:

Mrs St James to provide cover for Clerk's holiday – To full council	Completed
Mrs St James to act as Clerical assistant 3hrs per week - to full council	Completed
Review reducing number of councillors – To full council	Completed
Changing council's name – to full council	
Reducing number of meetings – to full council	Completed
Review committee remits and budget allocation – to full council	Completed
Amend Standing orders ref GDPR	Ongoing
Amend Financial Regulations to consider Amenities Committee being allocated a budget	Ongoing
To full council Grant Funding Procedure - allocation carried out once per year	Completed
To review all policies in May at the Annual Meeting – to full council	Completed
Produce a 'hard copy' of Councillors Information Pack – to full council	Completed
Advertise for a new Auditor – given EALC clarified the requirement remains the same the current auditor may remain – decision awaited	Ongoing
Clerk to make committee/councillors aware of any item in the Legal Update that is relevant or urgent.	Completed
Bad Weather Policy to full council	Completed

5. Declarations of interest:

None

6. Parish Clerk:

a) **For Information;** clerk has 4.4hrs holiday entitlement and 3.25hrs toil remaining.

Arranged leave:

- 19/20/24/27/31 December 2018
- 2/3 January 2019
- 11 February 2019

7. Clerical Assistant and others representing the council:

- a) Increase Mrs St James hours to 20 per week over a 2-week period (reverting back to 3hrs per week after that period) to review NALC's GDPR document and produce a Procedure for LPC. **Proposed:** Cllr Langstone **Seconded:** Cllr Brown **Agreed**

8. Council/Councillors:

For further discussion;

- a) Standing Orders for amendment ref Committee Terms of reference/additional powers (budget allocation) and Provision to review Clerks Salary (ref Cllr Langstone/EALC)

Proposal this be updated and brought to **Personnel in January** **Action**

- b) Financial Regulations; amendment following agreement that Amenities committees is allocated a budget. **Amendment to be updated and circulated following agreement of the allocated budget - minute ref: 47/1819 b) Full Council 17 September 2018** **Action**

- c) For review: Mrs St James has created a **GDPR Policy (Procedures to follow)** - council is required to have in place an action plan to meet GDPR regulations.

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

- d) **For review:** a revision to the Code of Conduct. Proposed LPC do not take up TDC's policy but work from the EALC/NALC policy. **Clerk & Cllr Langstone to draft the policy.**

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

9. Auditor:

It has now been confirmed by EALC the audit requirements previously circulated are a 'would like' not a 'must have'. Council's present auditor initially advised she will complete the current year but would not continue into the next financial year. However, given the revised information she has agreed she will continue as council's auditor. **Clerk was requested to thank Miss Sallis** **Action**

10. Parish Meeting 2019:

- a) Suggested theme - Lawford Life, Clubs, Crafts and Businesses
b) The Venture Centre has been confirmed and a deposit paid for 15 April 2019 from 5.30-9.30.
c) Creation of a 'Year Book'
d) LPC to have a 'Stall' at the event – consideration to the information to be displayed and the 'manning' of the stall.

Councillors agreed the above format and the below actions.

- i. Cllr Langstone provided a list of actions leading up to the event
ii. Clerk was requested to place an advertisement for the event in the December issue of 'In Touch'
iii. Cut of for all reports going into the 'Year Book' is the March meeting.
iv. Enquiries to be made of Status Office Supplies to produce the 'Year Book's'

Action – Clerk to place advertisement for December 2018 edition

11. Legal Updates:

Circulated

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

None

The next **Personnel Committee Meeting** is scheduled **7 January 2019**

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