

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 7 January 2019.**

1. Present:

Councillors: Langstone (Chair), Pretty, Woods and Brown
 Clerk: Mrs Peachey
 Also in Attendance: Mrs St James

2. Apologies:

None

3. Minutes of the last meeting:

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

Proposed: Cllr Brown **Seconded:** Cllr Woods **Agreed**

4. Actions from the previous meeting:

Standing Orders for amendment ref Committee Terms of reference/additional powers (budget allocation) and Provision to review Clerks Salary (ref Cllr Langstone/EALC) to be updated and brought to Personnel in January	Ongoing
Financial Regulations; amendment following agreement that Amenities committees is allocated a budget. Amendment to be updated and circulated following agreement of the allocated budget - <i>minute ref: 47/1819 b) Full Council 17 September 2018</i>	Ongoing
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. <i>Clerk & Cllr Langstone to draft the policy.</i>	Ongoing
Clerk was requested to thank Miss Sallis for agreeing to continue as Council's Auditor	Completed

5. Declarations of interest:

None

6. Parish Clerk:

a) **For Information;** clerk has 4.4hrs holiday entitlement remaining of the 2018/19 entitlement and worked 11.25 hrs unofficial toil.

Arranged leave:

- 11 February 2019

b) Amendment to Clerks pay scales as issued by EALC – the old SCP29 now becomes SCP23

c) National Pay increase to take effect 1 April 2019

7. Clerical Assistant and others representing council:

- a) Council proposed an increase in the Handyman’s hours of 2 per week to keep the footpaths clear of leaves and generally tidy. **Clerk was requested to enquire of the Handyman if he would be willing to increase his hours.** **Action**
 Committee also suggested an increase of hourly rate to £15.00 – to Full Council as the next Finance Meeting is not scheduled until March. **Action**
Proposed: Cllr Pretty Seconded: Cllr Langstone Agreed

8. Council/Councillors:

- a) **For information:** Clerk is working with Cllr Langstone to amend/update Standing Orders, Financial Regulation and Code of Conduct
- b) For review: **GDPR Policy** Mrs St James gave an overview of the policies and procedures and presented committee with a precis of the requirements and documents. **Clerk will circulate to all councillors. Take to Full Council for approval.** **Action**
 Mrs St James was requested to provide a further copy of the documents, providing an Office Copy and a copy for loan. **Action**

9. Parish Meeting 2019:

- a) Amended date and venue – Thursday 13 March 2019 at Ogilvie Hall
- b) The April Council Meeting will remain cancelled
- c) Actions required to realize a successful event
 - i. Cllr Langstone provided committee with a ‘Flyer’ for the event to go on the Website, Facebook, Noticeboards, and ‘In Touch’. **Action**
 - ii. Cllr Langstone will chase Link Line regarding the provision of refreshments for the event. **Action**
 - iii. Application form to be amended with new date and venue **Action**

10. Legal Updates:

Circulated

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

None

The next **Personnel Committee Meeting** is scheduled **4 March 2019**

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