



Liss Parish Council

Review Group for Standing Orders, Procedures & Agreements with third parties.

Minutes of a meeting held on 10th October 2016

MEMBERS

*K Budden *R Hargreaves *H Linsley B Mayo *A Smith A Wright

* Present

Clerk: R Bowery

In attendance: LPC Admin. Assistant Frances Cook

09/R16 Election of Chairman

Cllr Smith, proposed by Cllr Linsley and seconded by Cllr Hargreaves, was duly elected as Chairman for the ensuing Council year.

10/R16 Apologies

Resolved: Apologies from Cllrs Mayo and Wright be accepted.

11//R16 – Declarations of Interests

There were no declarations of interests.

12/R16 – Minutes from the meeting of 11th April 2016

Resolved: The Minutes of the meeting of 11th April 2016, proposed by Cllr Budden and seconded by Cllr Smith, were accepted as a true record.

13/R16 – Matters arising

There were no matters arising.

14/R17 – Update on all Policies & Procedures

Copies of draft procedures and policies had been circulated prior to the meeting. The following documents were considered:

CCTV – The policy was reviewed and amendments made as follows:

- Page 3 Para 5 – the addition of the word “normally” before the word “automatically”

Resolved: The amended CCTV Policy be recommended to Council for adoption.

Child Protection Policy – The policy was reviewed and amendments made as follows:

- Para 2 – the deletion of the word “Town” after the words “Liss Parish”
- Para 3 – the addition of the words “and unsupervised” after the words “direct”

Resolved: The amended Child Protection Policy be recommended to Council for adoption.

Environmental Policy – The policy was reviewed and amendments made as follows:

- Para 2 – the word “affecting” be deleted and replaced with the word “concerning”
- Para 5 – the addition of the words “conserving biodiversity on Council owned grounds and allotments”

Resolved: The amended Environmental Policy be recommended to Council for adoption.

Freedom Of Information – The policy was reviewed and no alterations were made

Resolved: The Freedom Of Information Policy be recommended to Council for adoption.

Financial Regulations – The regulations were reviewed and amendments made as follows:

- Para 11.1 – the word “bt” be deleted and replaced with the word “by”

Resolved: The amended Financial Regulations be recommended to Council for adoption.

Data Protection Policy – The policy was reviewed and no amendments were made.

Resolved: The Data Protection Policy be recommended to Council for adoption.

It was noted that there may be a duty on individual Councillors to register under the Data Protection Act with the Information Commissioners Office. Cllr Budden confirmed he would provide details of the contact at EHDC to LPC Admin. Assistant Frances Cook so she could contact EHDC to discuss their view that individual councillors should be registered under the Data Protection Act. Frances Cook was also instructed to contact HALC to ascertain their views and best practice advice.

15/R16 – Business Outstanding

SLA with Newman Collard Trust – It was noted that there had been a meeting between NCPF with the Tennis Club, but that one with the Football Club was still to be arranged.

Resolved: That Cllr Smith would raise this with Cllr Dodds and report back at the next Council meeting.

16/R16 – Third Party Agreements

There were no other issues save as referred to in 15/R16 Business Outstanding.

17/R16 Any other business

There was no other business.

The Chairman closed the meeting at 20.32 hrs

Date of next meeting: tbc