



Liss Parish Council

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

Minutes of a meeting held on 9th October 2017

MEMBERS

*K Budden *R Hargreaves *H Linsley *L. McDonald A Wright

* Present

The meeting was clerked by Administration Officer, Frances Cook

09/R17 – Election of Chairman for the Council Year

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

10/R17 Apologies

Resolved: Apologies from Cllr Wright be accepted.

11/R17 – Declarations of Interests

There were no declarations of interests.

12/R17 – Minutes from the meeting of 10th April 2017

Resolved: Save for one amendment under 04/R17 Matters Arising by the addition of the words “with Newman Collard” after the words “SLA”, the Minutes of the meeting of 10th April 2017, proposed by Cllr Linsley and seconded by Cllr Budden, were accepted as a true record.

13/R17 – Matters arising

There were no matters arising other than already on the agenda or to be dealt with under Any Other Business.

14/R17 – Update on all Policies & Procedures

The Administrative Officer reminded the meeting that of the six policies to be reviewed this year the only one outstanding is the Social Media Policy which was circulated with the Agenda.

Social Media Policy – The existing policy was reviewed and a new policy in the form attached was approved.

15/R17 – Business Outstanding

There was no business outstanding.

16/R17 – Third Party Agreements

Liss Conservation Rangers – There was discussion as to whether there was a third party agreement with the Liss Conservation Rangers.

Resolved: That Administrative Officer to investigate whether there is an agreement with Liss Conservation Rangers and, if there is, would circulate it to the Committee members.

Liss Forest Residents Association – The meeting discussed the fact that LFRA undertake works at Liss Forest Recreation Ground on behalf of the Parish Council and whether there was a third party agreement with LFRA.

Resolved: That Administrative Officer to investigate whether there is an agreement with LFRA and, if there is, would circulate it to the Committee members.

17/R17 Any other business

- The Administration Officer raised the amendments to the Health & Safety Policy following the addition of two clauses – the first relating to spectacles and sight tests and the second to vaccinations and immunisations – and informed the meeting that these were identical to those in the new Expenses Policy for Employees. It was noted that the Health & Safety Policy was subject to review in 2018.

Resolved: That the amendments to the Health & Safety Policy be approved.

- Cllr Linsley asked what steps were being taken by the Health & Safety Officer to ensure that sections 1 to 9 of the third section of the Health & Safety Policy were being complied with.

Resolved: That Administrative Officer to investigate this and report back to the Committee members.

- Cllr Hargreaves raised some queries on the Data Protection Briefing Note that had been circulated with the Agenda.

Resolved: That the Liss Logo and the date be added to the Briefing Note and that it be circulated to all members.

- Cllr Hargreaves raised some queries on the Freedom Of Information Briefing Note that had been circulated with the Agenda.

Resolved: That the following amendments be made to the Freedom Of Information Briefing Note:-

- That the Liss Logo and the date be added to the Briefing Note
- That additional information be added to the section on environmental information.
- That once amended, the Briefing Note be circulated to all members.

- Cllr McDonald raised the issue of a Disaster Recovery Plan.

Resolved: That the Administration Officer prepare a Disaster Recovery Plan for the office.

- Cllr McDonald raised the issue of information for new councillors and information for those interested in becoming a councillor.

Resolved: That Cllr McDonald and the Administration Officer would prepare an information pack for new councillors and those interested in becoming a councillor for circulation to the Committee Members before being made available on the LPC website.

- Cllr Linsley produced the “Disqualification Criteria for Councillors and Mayors” consultation document and following discussion it was **Resolved** that the document be forward to Joint Clerk Sarah Smith to add to the Agenda for the next Council meeting and to be circulated to all members.

The Chairman closed the meeting at 21.15 hrs

Date of next meeting: tbc April 2018 unless the committee agree an earlier date.