



Liss Parish Council

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

Minutes of a meeting held on 13 August 2018

MEMBERS

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

* Present

Cllr Nick Wilson was also present as a non-voting councillor.

The meeting was clerked by Assistant Parish Clerk, Frances Cook (“APC”).

09/R18 – Election of Chairman for the Committee Year

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

10/R18 Apologies

Resolved: Apologies from Cllr Budden be accepted.

11/R18 – Declarations of Interests

There were no declarations of interests.

12/R18 – Minutes from the meeting of 5th February 2018

Resolved: The Minutes of the meeting of 5th February 2018, proposed by Cllr Linsley and seconded by Cllr Wright, were accepted as a true record and approved by the meeting generally.

13/R18 – Matters arising from meeting of 5th February 2018

- 13/R18.1 The APC was asked to check whether members of Liss Forest Residents Association are covered by LPC insurance when working on LPC land.
- 13/R18.2 Cllr Wilson informed the meeting that he had not received a copy of the Community Engagement Policy in his “Welcome Pack” on becoming a councillor. The APC agreed to forward a copy to him.
- 13/R18.3 The Chairman informed the meeting that the Council Minutes for 21 November 2016 state on the top of the first page that the meeting was on 19 October 2016. The APC was requested to see if the minutes could be amended to show the correct date of the meeting and then re-uploaded to the website.

14/R18 – Policies for Review

14/R18.1 TOR – Review Committee

The tracked amendments to the Review Committee TOR were approved and the following additional amendments are to be made:-

- 14/R18.1.1. The section entitled “Quorum For Meetings” be amended to delete the words “or one fewer than half of its members” and to add to the end of the second sentence the words “the quorum shall be one half of the voting members rounded down”.
- 14/R18.1.2. Paragraph 1 under the heading “Powers” be deleted and replaced with:-
1. “The Review Committee after seeking input from all LPC Councillors has full power to remove, create, update and adopt new policies and procedures (Ref. Min. 172/16 – that adopts the amended terms of reference for the Review Committee for Standing Orders, Procedures and Agreements with Third Parties) save that:-

- 1.1. Amendments to Standing Orders are to be adopted by LPC at a Full Council meeting;
- 1.2. Amended and new policies and procedures relating to financial matters are to be approved by the Finance Committee and adopted by LPC at a Full Council meeting; and
- 1.3. Amended and new Terms of Reference for any of LPC's committees must be approved by the relevant committee and adopted by LPC at a Full Council meeting."

14/R18.1.3. The paragraphs entitled "Chairman of the Committee", "Voting in Meetings" and "Rules of Debate" be moved to before the paragraph entitled "Objectives".

14/R18.1.4. That the third paragraph under the heading "Voting in Meetings" be amended to read "Voting will normally be on a show of hands. At the request of a Committee Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question."

14/R18.1.5. That the final paragraph be deleted and replace with "Adopted by LPC on
To be reviewed in 2021."

14/R18.2 TOR for Finance Committee

The tracked amendments to the Finance Committee TOR were approved and the following additional amendments are to be made:-

14/R18.2.1. under the heading "Membership" in the second paragraph the words "and Chairman of the Grounds Committee and Chairman of the Buildings Committee" be added after the words "Vice Chairman of the Council".

14/R18.2.2. the section entitled "Quorum For Meetings" be amended to delete the words "or one fewer than half of its members" and to add to the end of the second sentence the words "the quorum shall be one half of the voting members rounded down".

14/R18.2.3. that the third paragraph under the heading "Voting in Meetings" be amended to read "Voting will normally be on a show of hands. At the request of a Committee Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question."

14/R18.2.4. that there be added at the end the sentence "To be reviewed in 2021."

15/R18 – Reviewed Policies for Approval

Copies of reviewed policies had been circulated prior to the meeting.

The following reviewed policies were considered, approved and adopted:-

15/R18.1 Health & Safety Policy

This amended policy was approved in the form attached.

15/R18.2 Remuneration Policy

This amended policy was approved in the form attached.

The following reviewed policies were considered and amended and are to be reconsidered at the next meeting:

15/R18.3 Code of Conduct for Handling Complaints

RESOLVED THAT:-

- Paragraph 3.2 be amended by adding at the end "If the Clerk is absent when a complaint is made, the complaint will be dealt with immediately upon the Clerk's return from absence."
- Paragraph 3.4 be amended by adding at the end "If the Chairman is absent when a complaint is made, the complaint will be dealt with immediately upon the Chairman's return from absence."

15/R18.4 Training Policy

RESOLVED THAT:

- The last sentence of the paragraph headed "Councillor Training" be deleted and replaced with "All training presentation papers will be retained and Councillors are encouraged to share their learning

- with other Councillors.”
- the paragraph heading of Paragraph 1.2 under the section entitled “Staff Training – Needs, Identification and Methods” be amended to delete “Salaried Staff and replace those words with “Paid Staff”.
 - Paragraph 1.2 entitled “Paid Staff” be amended so that the first two words (“Salaried personnel”) shall be deleted and replaced with “All Paid Staff”.

16/R18 – Policies for Review

Copies of draft procedures and policies had been circulated prior to the meeting.

The following policies were considered and amended and are to be reconsidered at the next meeting:

16/R18.1 Environmental Policy

RESOLVED THAT the following additional amendments be made to the reviewed policy:-

- the word “these” be deleted from paragraph 2.5
- the words “and in particular to reduce the use of single-use plastic where possible” be added to the objective “Reduce waste and re-use material wherever possible” in paragraph 2.5
- there be added a new objective “Encourage users of LPC owned grounds and allotments to raise their environmental performance” in paragraph 2.5
- the words “and to manage the same so as to encourage wildlife and plant-life where appropriate” be added to the last objective in paragraph 2.5
- at the end of the policy there is to be added “Adopted by LPC on
To be reviewed in 2021.”

16/R18.2 Policy of Filming, Audio-Recording, Photographing and Reporting of Council Meetings

RESOLVED THAT the following additional amendments be made to the reviewed policy:-

- the word “quiet” in the first sentence of the third paragraph under the heading “General” be deleted and replaced with “silent”
- that the sixth paragraph under the heading “General” be deleted and replaced with “Members of the public who attend a meeting merely to observe it are not taking part in the proceedings and such persons must not be filmed or photographed without their consent. Children or vulnerable adults attending a meeting should not be filmed or photographed.”
- the words “or not in accordance with this policy” be added after the words “disruptive manner” in the first sentence of the seventh paragraph under the heading “General”
- at the end of the policy there is to be added “Adopted by LPC on
To be reviewed in 2021.”

16/R18.3 Other Policies for Review

It was agreed that the reviewed Disciplinary Policy, Grievance Policy and Standing Orders would be considered at the next meeting and the APC was asked to amend the reviewed Standing Orders to show the clauses that cannot be changed in bold type face and to recirculate them to the committee.

17/R18 – Business Outstanding

There was no business outstanding.

18/R18 – Third Party Agreements

There were no Third Party Agreements outstanding but the APC was asked to circulate a copy of the SLA between Liss Parish Council and Newman Collard Playing Fields Trust.

19/R18 – Any Other Business

Following brief discussion, the APC was instructed to seek confirmation from Councillor Budden that he would assist with LPC’s new GDPR policy as a parish councillor.

The Chairman closed the meeting at 21.40 hrs

Date of next meeting: 5 December 2018.

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Chairman