



## Liss Parish Council

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

Minutes of a meeting held on 10 October 2018

### MEMBERS

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

#### \* Present

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

#### 20/R18 – Chairman

In the absence of the Chairman of the Committee, Roger Hargreaves agreed to chair the meeting.

#### 21/R18 Apologies

**Resolved:** Apologies from Cllrs McDonald, Budden and Linsley be accepted.

#### 22/R18 – Declarations of Interests

There were no declarations of interests.

#### 23/R18 – Reviewed Policies for Approval

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

The previously agreed amendments to each of the following reviewed policies were checked, discussed and approved. The following reviewed policies were then adopted:-

##### 23/R18.1 Complaints Handling Policy

This amended policy was approved in the form attached.

##### 23/R18.2 Training Policy

This amended policy was approved in the form attached.

##### 23/R18.3 Environmental Policy

This amended policy was approved in the form attached.

##### 23/R18.4 Policy on Filming, Audio-Recording, Photographing and Reporting Council Meetings

This amended policy was approved in the form attached.

#### 24/R18 – Reviewed Policies for Approval and Referring to Full Council for Adoption

##### 24/R18.1 Terms of Reference (“TOR”) – Review Committee

The previously agreed amendments were checked and discussed. This amended policy was approved in the form attached and **IT WAS RESOLVED** that the amended TOR be referred to Full Council for adoption.

##### 24/R18.2 Terms of Reference (“TOR”) - Finance Committee

The previously agreed amendments were checked and discussed. Following discussion it was agreed to add the word “overall” to fifth paragraph under the heading “Duties of the Committee”. The amended policy was then approved in the form attached and **IT WAS RESOLVED** that the amended TOR be referred to Full Council for adoption.

The Chairman closed the meeting at 10.55 hrs

Date of next meeting: 5 December 2018.

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Chairman