



Liss Parish Council

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

Minutes of a meeting held on 4th February 2015

MEMBERS

*K Budden *M Kendall H Linsley *B Mayo P Payne *A Smith *A Wright (Chairman)

*Present

Clerk: R Bowery

01/R154 Apologies

Resolved: Apologies from Cllrs Linsley be accepted.

02/R15 – Declarations of Interests

There were no declarations of interests.

03/R15 – Minutes from the meeting of 4th December 2014

Resolved: The Minutes of the meeting of 4th December 2014, proposed by Cllr Mayo & seconded by Cllr Smith, were accepted as a true record.

The Chairman proposed a change in the order of business to review the revised Financial Regulations before other items & Members agreed.

03/R15 – Financial Regulations

Draft revised Financial Regulations had been circulated prior to the meeting & a list of issues was discussed: The following points were debated & amendments agreed:

1.6 – Delete “is gross misconduct” & replace with “shall be reported to the Finance Committee by the Chairman of the Council with his/her view on the seriousness or otherwise of the breach”.

1.8 – No change required.

4.1 – Replace “Finance Committee” with “appropriate Committee”; delete “with the exception of routine expenditure”.

4.5 – Delete “In cases of extreme risk to the delivery of Council services” replace with “In cases of urgency relating to the Councils functions”. Insert after the word Clerk “or in the absence of the Clerk, the Chairman”.

Limit agreed at £2000.

4.6 – Add the words “if required” following “requisite borrowing approval”.

5.1 – Delete “regularly” & replace with “annually”.

5.4 – Add “Invoices for services or goods already authorised will be submitted to Council for information, comment or questions; where not already authorised they will be submitted to the next Council meeting for approval.”

5.5 (c) – No change required.

5.9 – No change required.

6.6 – Delete first sentence. Add the words “Council meetings or Council premises” after “Any signatures obtained away from”.

- 6.18 – Add the words “The Fuel card used by the groundsman will be used for re-fuelling the Council vehicle registered it only and the RFO will reconcile the monthly charge with invoices for correctness and accuracy.”
- 6.21 – The proposed deletion is necessary as the Council does maintain a cash float for incidental expenses.
- 7.4 – Replace “This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than” with the words “This confidential record is not open to inspection or review (except in compliance with any provisions set in the Freedom of Information Act 2000 or otherwise)” other than.
- 7.8 – replace words “must consider a full business case before making recommendations” with the words “.must make a recommendation”.
- 8.5 – Leave as annually.
- 8.8 – Short term investments to be defined as up to 12 months.
- 11.1 – No change required.
- 12.3 – No change required.
- 14 – Community assets not to be included.

Following the incorporation of any amendments required it was:

Resolved: That the revised Financial Regulations be put to February Council for adoption.

04/R15 – Standing Orders

Papers had been circulated prior to incorporating amendments as agreed at the previous meeting. The following subsequent points and amendments were agreed:

- 3.u – It was considered that the Council’s Code of Conduct should be revised to strengthen the emphasis on Councillor’s duties. No change required in SO’s.
- 3.v – The wording be corrected to reflect no business to be transacted if less than one third of Members present at committee or a minimum of six Members at full Council.
- 11.b – The words “the meeting” be replaced with the words “a meeting room”.
- 18.b – Add the words “unless they are the authorised lead Councillor on any project” at the end of the first sentence.

In addition the following points would need clarification:

- 3.1 - Recording, photographing of meetings by the public. This was now allowed and the provisions of SO 2 would be the appropriate control.
- The Clerk was asked to clarify who had the responsibility for the granting of any dispensations.

Following the resolution of these last two items & the incorporation of the agreed amendments it was:

Resolved: That the revised Standing Orders be put to February Council for adoption.

05/R16 – Agreements with Third Parties

SLA with Newman Collard Trust – It was noted that a special meeting of the Grounds Committee had taken place on 29th January to discuss this matter. It was agreed that there needed to be an exempt item at Council to debate any recommendations from the Grounds Committee.

06/R15 Any other business

Cllr Kendall praised the Chairman for her excellent work in finalising the revisions of Standing Orders & Financial Regulations. The Chairman responded that there had been enormous contributions from members of the committee.

The Chairman reminded Members that there remained other Council procedures that required regular scrutiny & the Clerk would circulate copies of existing procedures to all.

The Chairman closed the meeting at 21.35 hrs

Date of next meeting: 10th June 2015



Liss Parish Council

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

Minutes of a meeting held on 7th October 2015

MEMBERS

K Budden M Kendall *H Linsley B Mayo *A Smith *A Wright (Chairman)

*Present

Clerk: R Bowery

07/15 – Election of Chairman – Cllr Wright, nominated by Cllr Linsley & seconded by Cllr Smith was elected as Chairman for the ensuing Council year.

08/R15 Apologies

Resolved: Apologies from Cllrs Budden, Kendall & Mayo be accepted.

09/R15 – Declarations of Interests

There were no declarations of interests.

10/R15 – Minutes from the meeting of 4th February 2015

Resolved: The Minutes of the meeting of 4th February 2015, proposed by Cllr Smith & seconded by Cllr Wright, were accepted as a true record.

11/R15 – Matters arising

03/R15 Financial regulations – The Clerk would request the internal auditor to review & comment on the document.

04/R15 Standing Orders – It was noted that the Clerk had the responsibility for considering applications for dispensations by Councillors.

12/R15 – Policies & Procedures

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

Risk Assessment – The Assistant Clerk had been working on job risk assessment for all roles of Council employees. The Clerk said that these risk assessment incorporated matters such as lone worker risk & health & safety. Members welcomed the progress & comments included need for clearer alignment on the forms, was there a need to have a document for Councillors, need for a list of documents that staff must have & a need for a linked alarm in the office.

Resolved: Risk Assessments, when complete, would be circulated to Members of the Committee for comment. The Committee would then inform Council that there was a risk assessment, health & safety & lone worker document for all staff & that staff would be trained in the document.

Health & Safety – The policy was reviewed & amendments made as follows:

- Section 3 para 3 replace with “Ensure that matters of Health & Safety are recorded & reported to Council or the relevant Committee.”
- Section 3 add para 9 “Ensure that all equipment used by employees is regularly maintained & serviced.”

- Section 4 add para 7 “Ensure that contractors & volunteers have adequate & appropriate insurance cover.”

It was agreed that notices displaying the policy be placed in strategic places on LPC property.

Resolved: The amended Health & Safety policy be recommended to Council for adoption.

Policy on filming, audio-recording, photographing & reporting of Council meetings – The policy was reviewed & amendments made as follows:

- Para 1 – delete final sentence.
- Para 7 – add the words “and that their activity does not distract other Councillors .”

Resolved: The amended policy on filming, audio-recording, photographing & reporting of Council meetings be recommended to Council for adoption.

Code of Practise for handling complaints – The policy was reviewed & amendments made as follows:

- Para 3.2 – replace reference to Standards Committee with Monitoring Officer and provide revised date of adoption for the Code of Conduct.

Resolved: The amended code of practise for handling complaints be recommended to Council for adoption.

Training Policy, Statement of Intent – the policy was reviewed & amendments made as follows:

- Para 8 – replace “Working with your Council” with “appropriate instruction course”.

It was agreed that the section relating to identification of training needs should not be a part of the policy but kept as a reference documents.

Resolved: The amended Training Policy, Statement of Intent be recommended to Council for adoption.

13/R15 – Timetable for policy reviews

Members agreed that the schedule should show newly adopted or reviewed policies as well as the planned review timetable.

It was agreed that a policy for provision of pensions to comply with the latest legislation would be tabled at the next meeting.

Resolved: It was agreed to update the schedule & present it to Council for information.

14/R16 – Agreements with Third Parties

SLA with Newman Collard Trust – It was noted that there had been no meeting between NCPF users & LPC as yet. Cllr Dodds would be asked to expedite this.

Management arrangements with EHDC & LCR – A revised draft document of agreement for the management of EHDC land at the Riverside Railway Walk was tabled.

Resolved: It was agreed that the management agreement be presented Council for approval & signing.

15/R15 Any other business

Cllr Linsley raised the issue that had been referred to the Committee by Council. He felt that no meetings, apart from planning, should be held in August as this could deter prospective new councillors & additionally that a break from meetings would refresh councillors.

In discussion it was agreed that LPC had a very busy schedule with many projects going on. Cllr Smith suggested that it be acknowledged that LPC aspired to having no meetings in August & Members agreed.

The Chairman closed the meeting at 21.30 hrs

Date of next meeting: February 2016