



**Liss Parish Council**  
**Review Group for Standing Orders, Procedures and Agreements with Third Parties.**  
**Minutes of a meeting held on 3<sup>rd</sup> February 2021**

**MEMBERS**

\*Cllr Budden   \*Cllr Hargreaves   Cllr Knibbs   \* Cllr Linsley   \* Cllr McDonald ✘   Cllr Williams  
\*Present   ✘ Chair

The meeting was clerked from 10.30am by Ms Keeling, Assistant Parish Clerk (“APC”)

*The virtual meeting commenced at 10.00am*

**01/R21 Apologies**

Apologies were received from Cllr Williams and Cllr Knibbs.

The Chair welcomed Cllr Wilson and Cllr Bennett to the meeting, who were attending in relation to the review of Community Engagement Policy.

**02/R21 –Declaration of Interests:**

The Chair asked each member and councillor in attendance to confirm their presence and declare any interests in the policies being considered using the nationally agreed legal wording for virtual meetings.

**03/R21 – Minutes of the meetings of 9<sup>th</sup> December 2020**

The Chair assumed a motion to approve the minutes of the meeting held on 9<sup>th</sup> December 2020 as distributed as the correct record. The motion was proposed by Cllr Budden, seconded by Cllr Hargreaves and unanimously agreed.

**04/R21 – Matters arising**

- 04.1    42.1/R20. Chair informed meeting of an exchange of emails with the Clerk in December regarding the Probationary Policy. The Clerk has the Green Book and Staffing Policies, including Probationary Policy, do fall under the remit of the Staffing Committee as per the Terms of Reference of that committee. The Clerk will table an annual review of staffing policies for the next Staffing Committee.
- 04.2    42.2/R20. Chair informed the meeting that the next Finance Committee is now on 22nd February 2021.
- 04.3    44.2/R20. Chair has emailed the Clerk and RFO to check that the Business Continuity Plan is being followed within their areas of responsibility.
- 04.4    45.1/R20. There was a short discussion as to whether the time of day the Review Committee is currently held should go to Full Council. It was agreed that councillors would be canvassed first, results could go to a Full Council meeting but it had been agreed that committee meeting timings would be dealt with by the committees.

It was agreed to take agenda item 5.3. Community Engagement Policy next to accommodate Cllr Wilson and Cllr Bennett who had joined to discuss this item.

*Ms Keeling joined the meeting at 10.30am and thanked Cllr Hargreaves for taking notes in her absence.*

**05/R21 – Policies for amendment/approval**

Copies of the following policies/procedures had been circulated prior to the meeting.

05.1    Community Engagement Policy

Cllr Wilson explained the reason for his interest in this item is related to his involvement in

future work within the Village Redesign Project and ensuring Community Engagement Policy is effective. Chair and Cllr Hargreaves felt the current policy allowed a high degree of flexibility but was in need of updating. It was noted that there was an absence of an evaluation procedure to enable LPC to measure against. There was a general discussion surrounding the impact of Covid-19 on the ability for LPC to engage with the community and an agreement to add a link on the LPC website so people can access recordings of current and past committee meetings available on YouTube.

Members discussed and agreed changes to the policy which were implemented by the APC. The updated Community Engagement Policy will be noted on the agenda of the next Full Council meeting and copies of the policies circulated to all Councillors with their council papers.

*Cllr Wilson and Cllr Bennett left the meeting.*

05.2 Dealing with Allegations (second part of the Code of Conduct Policy)

Members discussed and were in unanimous agreement at adopting the East Hampshire District Council's ("EHDC") Code of Conduct policy to be the Liss Parish Council's. Members requested the APC check the document against the one published on the EHDC website to ensure there are no differences. There was discussion surrounding who the Monitoring Officer and Standards Committee referenced in both Dealing with Allegations and the Code of Conduct Policy; it was agreed that a statement should be added to both documents notifying that these were EHDC run bodies.

The Chair noted that Review Committee Terms of Reference made no requirement for the Code of Conduct or Dealing with Allegations to be discussed at Full Council. Therefore these two policies will be noted in the agenda of the next Full Council meeting and copies of the policies circulated to all Councillors with their council papers.

05.3 Risk Management Policy

Members discussed and agreed a few minor changes which were implemented by the APC. The updated Risk Management Policy will be noted on the agenda of the next Full Council meeting and copies of the policies circulated to all Councillors with their council papers.

05.4 Social Media Policy

Members discussed and agreed one minor change which was implemented by the APC. The updated Social Media Policy will be noted on the agenda of the next Full Council meeting and copies of the policies circulated to all Councillors with their council papers.

**06/R21 – Any Other Business**

06.1 Chair informed the committee that Metal Detecting Policy will be added to the next committee agenda as there had been several requests to do metal detecting on LPC land recently.

**Date of next meeting: 10am on Wednesday 12<sup>th</sup> May 2021.**

*The Chair closed the meeting at 12.05*

.....  
Chair