



Liss Parish Council
Review Group for Standing Orders, Procedures and Agreements with Third Parties.
Minutes of a meeting held on 19th March 2023

MEMBERS

*Cllr Baker *Cllr Baldwin Cllr Budden *Cllr Hargreaves ✕
*Cllr Linsley Cllr McDonald Cllr Wilson

*Present ✕ Chair

Also in attendance was Sarah Smith, Liss Parish Clerk

Meeting was clerked by Lizzy Keeling, Assistant Parish Clerk (“APC”) and commenced at 10:00

10/R23 Apologies.

The APC informed the committee that apologies had been received from Cllr Wilson and Cllr McDonald.

11/R23 Declaration of Interests

The Chair reminded committee members to declare any interests in the agenda items being discussed.

12/R23 Adjournment for public participation

The Chair noted that there were no members of public in attendance and no correspondence had been received.

13/R23 Minutes of the previous meeting

Resolved: The Chair assumed a motion to approve the minutes of the meeting held on 25th January 2023 as distributed as the correct record. The motion was proposed by Cllr Hargreaves, seconded by Cllr Baker with all members in favour.

14/R23 Matters arising

14.1 07.2/R23 Privacy Notice:

APC confirmed that the section on Transfer of Data Abroad was still outstanding from Cllr Budden
ACTION: Cllr Budden

14.2 07.3/R23 CCTV Policy:

APC confirmed that the Data Controller is the Liss Parish Clerk though, in practise, only the Police ever access and view the CCTV when a suspected crime has been reported noting that LPC keep a record of when the CCTV is accessed.

15/R23 Review of Policies

Copies of the policies for amendment or approval had been circulated to members prior to the meeting.

15.1 Standing Orders, 2019

Ms Smith, Liss Parish Clerk, circulated a draft copy of the Standing Orders to be reviewed. She informed members that this was based on the National Association of Local Council “NALC” Model Standing

Orders with additions highlighting any variations to the current LPC Standing Orders. Ms Smith recommended to committee members that the NALC Model Standing Orders were to be used as the “standard” and any deviations made from these would require consideration and justification.

Members agreed some changes to the document circulated, these were implemented in real time by the APC.

The Chair noted that the two hours scheduled for the meeting were almost over, members agreed to extend the meeting to try to complete discussions.

Resolved: That the Review Committee meeting be extended for a period not exceeding half an hour.

The motion was proposed by Cllr Hargreaves and seconded by Cllr Baker with all members in favour.

Due to a lack of time the review of the Standing Orders remained incomplete, along with the other items on the meeting agenda, members were in agreement that a further Review Committee would be called for Wednesday 26th March 2023 to complete the review. The APC agreed to circulate the changes made to the Standing Orders so far and to book in a follow-up meeting. ***ACTION: APC***

The Chair closed the meeting at 12:30

.....
Chair