



Liss Parish Council
Review Group for Standing Orders, Procedures and Agreements with Third Parties.
Minutes of a meeting held on 26th 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

16/R23 Apologies.

Members accepted an apology from Cllr McDonald.

17/R23 Declaration of Interests

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

18/R23 Adjournment for public participation

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

19/R23 Minutes of the previous meeting

Resolved: The Chair assumed a motion to approve the minutes of the meeting held on 19th March 2023 as distributed as the correct record. The motion was proposed by Cllr Baker, seconded by Cllr Linsley with all members in favour.

20/R23 Matters arising

20.1 14.2/R23 & 07.2/R23 Privacy Notice:

Cllr Budden shared copy he had written for the Transfer of Data Abroad noting it was standard wording that is commonly used. The Chair noted that this now completes Privacy Notice.

Resolved: That the Privacy Notice be adopted by Liss Parish Council and noted on the agenda of the next Full Council meeting. Copies of the Privacy Notice, 2023 will be circulated to Councillors with their council papers. The motion was proposed by Cllr Wilson and seconded by Cllr Baker with all members in favour.

21/R23 Review of Policies

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

21.1 Standing Orders, 2019

Ms Smith, Liss Parish Clerk, circulated the latest draft copy of the Standing Orders and reminded members 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. Ms Smith agreed to contact the Monitoring Officer to check on a couple of items and make any changes based on their response. Members agreed that the final version be circulated to Councillors with their council papers and recommended for adoption at the next Full Council.

21.2 Dealing with Allegations, 2021

Given the short amount of time left in the meeting the chair requested that this item be brought back to the agenda of the next meeting which is scheduled for 5th July 2023 and members were in agreement.

21.3 Code of Conduct – Members, 2020

Chair noted that the current Code Of Conduct “CoC” was based upon the East Hampshire District Council “EHDC” CoC. APC confirmed that there had not been an updated version of the EHDC CoC since it was adopted in 2020. Members requested that the current CoC be shared with the Monitoring Officer to check that it appropriately adheres to The Parish Councils Model CoC and if they do not require any changes member were happy for the document to be circulated to Councillors with their council papers and recommended for adoption at the next Full Council.

ACTION: APC

22 Any Other Business

Cllr Wilson noted that this would be the last Review Committee meeting of the electoral term and wished to extend his thanks on behalf of the committee to Cllrs Linsley, Baker and Hargreaves, who were all stepping down in May 2023

The Chair closed the meeting at 12:00

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Chair