



Meeting (No) **POLICY COMMITTEE (1)**
Time & Date **6pm 5 June 2018**
Place **Town Hall**
Document **Minutes**

Present: Cllrs Roberts (Chair), Carter, Chapman, Kynaston, Lloyd and Warner and Mrs Kunaj (Council Manager)

PART 1: Items considered in the presence of the press and public

1 Questions and comments from residents: None.

2 Apologies for absence

Resolved: To acceptance apologies from Cllr Pilley (personal).

3 Declarations of Interest: None.

4 Governance & Operations Manager's report

The Governance & Operations Manager's report was received, members noted:

- The Council Manager has appointed JDH as the Council's DPO on behalf of the Council. JDH have sent through Subject Access Request and data breach procedures and compliant data protection policies for adoption. Members will receive these draft documents for approval at the next Full Council meeting.
- The Complaints procedure is being investigated.

5 Committee budgets

- a The end of year 2017/18 budget comparison was received. A full Council end of year report will be made available at the next Council meeting. Policy committee members will before this time, receive the report via email for comment.
- b The budget for 2018/19 was considered. Members noted the minus figures which related to payments made in this financial year relating to the previous financial year. It was noted that all New Homes Bonus EMR funds have been committed.

6 Committee meeting dates

The committee confirmed the Policy Committee meeting dates; 18/09/18, 06/11/18, 18/12/18, 05/02/19 and 09/04/19.

7 Task & finish/working groups

- a **RESOLVED:** To establish a Media Editorial Board.

Remit: To manage the maintenance of the Council's information media (ToR B3).

Membership: A maximum of 3 councillor and in addition on website volunteer.

Nominated: Cllrs Carter, Chapman and a request to Cllr Yarker, and Dr Ward.


Lead member: Cllr Carter. Council Manager and Governance & Operations Manager will facilitate and take part in the meetings.

- b **RESOLVED:** To nominate Cllrs Lloyd, Kynaston and Warner as members of the Review Task and Finish Group.

Lead member: Cllr Kynaston.

A brainstorming all-inclusive event will be arranged.

Chairman's initial and date

 18/9/18

- c **RESOLVED:** To nominate Cllrs Lloyd and Barker as members of the Strategic Objectives Task & Finish Group to recommend 2018/19 strategic objectives to Council via the Policy committee.

Membership: 4 councillors, nominations to be made at Full Council.

Lead member: Cllr Lloyd.

RESOLVED: To continue with the current format with the addition of a box 'Strategic Objective of the NNPMG'.

Council Manager to facilitate and take part in the meetings.

- d The Committee did not choose to establish any other groups.

8 Publicity materials

RESOLVED: To delegate authority to the Governance & Operations Manager to update the Town Council's pop-up display stand using a budget of £700, taking guidance from the Media Editorial Board.

RESOLVED: To vire £700 from budget line 4310 Newsletter and for a new budget line to accommodate this expenditure.

9 Staff Code of Conduct

RESOLVED: That a section to the staff code of conduct on the acceptance of gifts, benefits and hospitality be added as outlined in report P01/9.

- 10 Other items the Chairman determines are urgent for discussion, or noting for the next agenda: None.

- 11 **Next scheduled meeting** will take place on 18.09.18 at 6pm.

12 Exclusion of the Press and Public

RESOLVED: To exclude of public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

PART 2: Items considered in the absence of the press and public

13 Staffing issues

- a **RESOLVED:**

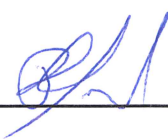
To,

- amend the Support Officers contract on a temporary basis as outlined in report P01/13
- provide the Support Officer with
 - a. delegated authority to spend up to £500 on the same terms as agreed for the Assets and Events Manager
 - b. a FairFX card in order to make purchases.

- b **RESOLVED:** For and ex-gratia payment of £1,126.85 plus on-cost to be made for work undertaken during staff absences.

Meeting closed at 7.25pm

Signed



Dated

18/9/18