MINUTES OF A MEETING OF THE POLICY AND MANAGEMENT COMMITTEE OF BRENCHLEY AND MATFIELD PARISH COUNCIL HELD AT 10AM ON WEDNESDAY 12TH APRIL 2023 AT MATFIELD PAVILION

Present: Cllr J. Buttery (Chair), Cllr A. Wells, Cllr C. Churchill, Cllr A. Dewdney, C. Brooks (Clerk)

1. To accept apologies for absence

None.

2. Review of the Minutes of the last meeting

Minutes of the meeting of 15th November 2022 attached, these had been previously agreed and signed. Note – Forward Plan and Strategy to be deferred to November 2023 meeting.

3. To record declarations of interest in any item on the Agenda

None.

4. Core Policies for annual review

The Financial Regulations were reviewed in December 2022 so will be reviewed in the May 2024 annual cycle. The other Core policies were reviewed in May 22 and were re-adopted unamended from the May 2021 versions, the Committee briefly discussed the current versions.

The Clerk would update the website address and logo on all policies as and when they are re-adopted.

Action Clerk

1. Code of Conduct

RECOMMENDATION to re-adopt the Code of Conduct unamended

2. Gifts and Hospitality

RECOMMENDATION to re-adopt the Gifts and Hospitality Policy unamended

3. Standing Orders

A small amendment was noted to 17.1 to remove reference to a paragraph that no longer existed. After a query, the Clerk explained the significance of section 21.4 and that the Council has a policy for Data Protection.

RECOMMENDATION to re-adopt the Standing Orders unamended

4. Health and Safety

A review of the First Aid kit, as part of this policy was undertaken and the Clerk asked to buy a First Aid box sticker for the kitchen door of the Pavilion and some burn stop dressings which were out of date.

Action Clerk

RECOMMENDATION to re-adopt the Health and Safety Policy unamended

5. New Policies

1. Dignity at Work including Civility and Respect Pledge

The Committee discussed a Draft, predominantly the NALC template with the addition of the Civility Pledge. It was felt that some repetition in this proposed policy and the Code of Conduct rendered it somewhat superfluous and that the expectations of normal behaviour were well known to everyone. A requirement for training was removed and there was no extra liability on the Council if such a policy was not adopted but it may assist in defending allegations of this nature.

The Committee agreed with the content in principle as drafted but no recommendation to adopt was made, the matter would be left to the Full PC to discuss.

6. **Risk Management**

The Risk Schedule was reviewed attached, together with the Land and Assets Risk Assessment. Note that the Toilet Blocks will be added to the Council's buildings shortly. The Committee noted some small amendments and the Risk Assessment was agreed.

RECOMMENDATION that the PC adopts the Land and Assets Risk Assessment as amended.

7. **Council Management**

Per the terms of reference, this Committee reviewed *staff workflow, responsibilities, training needs and interaction with Councillors, in conjunction with the appraisal process undertaken by the Employment Panel.*

The Committee agreed that a Lead and Support Councillor should be allocated to larger projects so that there was continuity and also to ensure clarity on progress was available in the absence of the lead Cllr.

It was agreed that "Projects" would be listed as a standing item on the PC Agenda so that updates could be given for all Cllrs.

It was agreed that to ensure Cllrs were all familiar with the method and reason for authorising accounts payable, the Clerk would note a rota of 2 Cllrs on the Agenda papers circulation, this would help at the meeting as the volunteers would already be aware.

Action Clerk

8. **Date of next meeting – Autumn 2023**