



**Tidworth Town Council  
Policies and Staffing  
November 2019**



Minutes of the Policies and Staffing Committee on 20<sup>th</sup> November 2019 in the Community Centre at 1.00pm

<b>Attended</b> Councillors A Sharlott (AS) in the Chair, H Jones (HJ), G Paine (GP)		<b>1. 19/011PS Apologies:</b> <b>C’llr S Fell (prior engagement)</b> <b>HJ proposed that the apology is accepted, seconded by GP, carried.</b> Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.
Item	Agenda Item	Action by
19/012PS	<b>2. Declaration of interest – NONE</b> (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	
19/013PS	<b>3. Terms of Reference for Committee</b> The Terms of Reference had been circulated. All members were in agreement with the content. As it is a live document it was agreed that the staffing part could be updated once it was clear what the committee’s role would be in this area. Having taken on comments from the previous full town council meeting the members also agreed that the name of the committee should remain as Policies and Staffing. <b>AS proposed that the Terms of Reference should be circulated to all councillors for adoption at December’s full town meeting, seconded by HJ, carried.</b>	
19/014PS	<b>4. Policies to Approve/Recommend</b> <b>Standing Orders (SO’s)</b> The Clerk expressed concerns that they had been a bit hasty with the previously recommended SO’s and has been working on a new edited version which she will circulate. All were in agreement that this could be delayed until all were happy for them to be circulated.  <b>Code of Conduct/Declaration of interest</b> As there has been no amendment to the actual form and they have just been tidied up with explanatory notes added the members have requested that the forms are circulated to all councillors for approval at December’s full town meeting.	

	<p><b>GP proposed that the Code of Conduct and Declaration of Interest should be circulated to all councillors for adoption at December's full town meeting, seconded by HJ, carried.</b></p> <p><b>Press and Media (inc Social Media)</b></p> <p>This is a current policy of TTC but has now been updated to include Social Media protocol. All members agreed that this was a necessary addition.</p> <p><b>AS proposed that the Press and Media Policy should be circulated to all councillors for adoption at December's full town meeting, seconded by HJ, carried.</b></p>	
19/015PS	<p><b>5. Correspondence</b></p> <p>It was noted that the previous months minutes were not on the agenda. They had been approved at November's full town meeting and the committee were happy that there were no matters arising</p>	
19/016PS	<p><b>6. Date of next meeting</b></p> <p><b>TBC</b></p>	<p>Agenda items to be submitted to the Clerk 7 days before meeting</p>

**There being no further business  
to discuss the meeting closed at 2.30pm.**