



**Tidworth Town Council
Policies and Procedures
May 2020**



Minutes of the Policies and Staffing Committee on 20th May 2020 virtually on Google Meet at 11am

Attended Councillors P Hedge (PH) in the Chair, H Jones (HJ), G Paine (GP) C Lovell (CL) – Town Clerk		1. 20/001PP Apologies: NONE 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 Act1972, members present must decide whether the reason(s) for a member's absence are accepted.
Item	Agenda Item	Action by
20/002PP	2. Declaration of interest – NONE (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	
20/003PP	3. Minutes April 2020 meeting Ratified at May 2020 full town meeting. No matters arising	
20/004PP	4. Standing Orders The Standing Orders have been thoroughly reviewed and all amendments, additions and deletions have been cross referenced with the Model Standing Orders published in May 2018. The members are satisfied that they are compliant and relevant to TTC and recommend that they are adopted by TTC. HJ proposed that Standing Orders be adopted by TTC, seconded by PH, carried.	
20/005PP	5. Policy Reviews <ul style="list-style-type: none"> • Email – the new Email Policy has been written and circulated. Amendments were discussed and agreed, and the members recommend that the policy is adopted at the next full town meeting. GP proposed that the Email Policy be adopted by TTC, seconded by HJ, carried. CCTV - this had previously been discussed in depth and the members are in agreement to the removal of remote access. The members recommend that the policy is adopted at the next full town meeting. 	

	<p>GP proposed that the CCTV Policy be adopted by TTC, seconded by HJ, carried.</p> <ul style="list-style-type: none"> • Bullying and Harassment - the new Bullying and Harassment Policy has been written and circulated. Amendments were discussed and agreed, and the members recommend that the policy is adopted at the next full town meeting. <p>HJ proposed that the Bullying and Harassment Policy be adopted by TTC, seconded by GP, carried.</p> 	
20/006PP	<p>6. Update Register</p> <p>CL advised that she had added a 'Version' column to the register.</p> <p>Upon her request the members agreed that the next policies to be reviewed were Code of Conduct, Financial Regulations and Complaints and Grievance.</p> <p>It was decided that the committees, led by their chair, should draft their Terms of Reference to be finalised by Policies and Procedures committee before adoption by full town council.</p>	
20/007PP	<p>7. Correspondence/Updates</p> <p>GP advised that at the previous evenings Community Engagement meeting C'Ilr S Slater had been voted as their second representative on the Policies and Procedures committee.</p>	
20/008PP	<p>8. Date of next meeting</p> <p>TBC</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 11.55am.**