



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



Minutes of the Policies and Procedures Committee on 1st July 2020 virtually on Google Meet at 7pm

Attended Councillors P Hedge (PH) in the Chair, H Jones (HJ), G Paine (GP), S Slater (SS) C Lovell (CL) – Town Clerk		1. 20/009PP 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
20/010PP	2. Declaration of interest – NONE (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	
20/011PP	3. Minutes May 2020 meeting Ratified at June 2020 full town meeting. No matters arising	
20/012PP	4. Financial Regulations The Financial Regulations have been thoroughly reviewed and all amendments, additions and deletions have been cross referenced with the Model Financial Regulations published in May 2018. The members are satisfied that they are compliant and relevant to TTC and recommend that they are adopted by TTC. GP proposed that Financial Regulations be adopted by TTC, seconded by PH, carried.	
20/013PP	5. Policy Reviews <ul style="list-style-type: none"> • Disciplinary and Grievance Amendments were discussed and agreed, and the members recommend that the policy is adopted by TTC. PH noted that it referred to the Absence Policy so this will be added to the Register. GP proposed that the Disciplinary and Grievance Policy be adopted by TTC, seconded by HJ, carried. • Complaints The members are satisfied that the Complaints Policy is clear and compliant, and recommend that the policy is adopted by TTC. 	

	HJ proposed that the Complaints Policy be adopted by TTC, seconded by SS, carried.	
20/014PP	5. Update Register Upon CL's request the members agreed that the next policies to be reviewed are to be: Freedom of Information Data Retention Model Publication Scheme Lone Worker Play Park Risk Absence	
20/015PP	6. Correspondence/Updates None	
20/016PP	7. Date of next meeting TBC	Agenda items to be submitted to the Clerk 7 days before meeting

**There being no further business
to discuss the meeting closed at 7:55pm.**