



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



Minutes of the Policies and Procedures Committee on 21st October 2020 in the Community Centre at 11am.

<p>Attended Councillors P Hedge (PH) in the Chair, H Jones (HJ), G Paine (GP) A Allen (AA) (remotely) C Lovell (CL) – Town Clerk</p>		<p>1. 20/024PP 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. Absent C'Ilr S Slater</p>
Item	Agenda Item	Action by
20/025PP	<p>2. Declaration of interest – NONE (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</p>	
20/026PP	<p>3. Minutes 20th July 2020 meeting Ratified at August 2020 full town meeting. No matters arising</p>	
20/027PP	<p>4. Policies Review</p> <p>Health and Safety – Had been circulated, with a few minor amendments the main one being to include contractors under item b of the objectives. The Committee have agreed that hirers should have a copy of the policy. CL will arrange for this to be added the Hire Terms and Conditions and a tick box be added for the hirer to confirm they have seen and read the policy. HJ proposed that the Health and Safety Policy be adopted by TTC, seconded by GP, carried. GP proposed that TTC adopt the Health and Safety Objectives, seconded by PH, carried.</p> <p>Grant Application – Had been circulated, with just formatting and grammatical amendments. PH proposed that the Grant Application be adopted by TTC, seconded by HJ, carried.</p> <p>Training and Development (Staff and Councillor Training) – Had been circulated. All in agreement to the implementation of the policy. PH proposed that Training and Development Policy be adopted by TTC, seconded by HJ, carried</p> <p>Vexatious Complaints – Had been circulated. All in agreement that the policy was required.</p>	

	AA proposed the Vexatious Complaints Policy be adopted by TTC, seconded by HJ, carried.	
20/028PP	<p>5. Amendment to Email Policy – The following amendment is required</p> <p><i>3.2 To avoid confusion and unnecessary cost there will be no additional ‘status’ emails except for the role of Mayor and Town Clerk, which will be in addition to their named account. The Town Clerk and members of Staff will also have emails relevant to the role. The Mayor account should be accessible by the Town Clerk.</i></p> <p>GP proposed that the amendment be made to the Email Policy, seconded by HJ, carried.</p>	
20/029PP	<p>6. Update Register</p> <p>Upon CL’s request the members agreed that the next policies to be reviewed are:</p> <ul style="list-style-type: none"> • Recruitment and Retainment of Staff • Anti Fraud and Corruption • Whistleblowing 	
20/030PP	<p>7. Correspondence/Updates</p> <p>None</p>	
20/031PP	<p>8. Date of next meeting</p> <p>TBC</p>	Agenda items to be submitted to the Clerk 7 days before meeting

There being no further business
to discuss the meeting closed at 12.15pm.