



**Tidworth Town Council
Policies and Procedures
January 2021**



Minutes of the Policies and Procedures Committee on 19th January 2021 virtually via Google Meets at 1pm.

Attended Councillors P Hedge (PH) in the Chair, H Jones (HJ), G Paine (GP) C Lovell (CL) – Town Clerk		1. 20/38PP Apologies: C’llr A Allen (prior meeting) 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
20/039PP	2. Declaration of interest – NONE (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	
20/040PP	3. Minutes of Previous Meeting Ratified December 2020 full town meeting. No matters arising	
20/041PP	4. Policies Review Officer/Employee and Councillor Protocol (New) The policy was discussed and there were a few format and grammatical changes to be made to the draft. The committee agreed that 5F should be changed from Councillors are requested not to approach an employee direct to undertake tasks on behalf of the Council. Requests for work should be made through the Town Clerk. To Councillors are requested not to approach an employee direct to undertake tasks on behalf, <i>outside any remit already placed on them by the Council or a sub-committee of the Council.</i> of the Council. Requests for work should normally be made through the Town Clerk. GP proposed that TTC adopts the Officer/Employee and Councillor Protocol Policy, seconded by PH, carried. Asset Management Policy (New) The policy was discussed and there were a few format and grammatical changes to be made to the draft. CL requested that under 1. Introduction the word value was changed to acquisition cost. The wording was clarified for disposals. CL and HJ explained the importance of keeping a register of disposals so that items gifted for example could be traced.	

	<p>HJ proposed that TTC adopts the Asset Management Policy, seconded by PH, carried.</p> <p>GDPR</p> <p>General Privacy Notice</p> <p>After review the changes to be made are the removal of outside the European Economic Area (EEA) with outside the United Kingdom being added.</p> <p>Also ICO contact information had been repeated at the end of the document so has been removed.</p> <p>Privacy Notice for Staff, Councillors and Role Holders.</p> <p>This required the same amendments as the General Privacy Notice.</p> <p>Consent Form (New)</p> <p>CL explained that certain types of data require written consent. The members are happy with the drafted Consent Form.</p> <p>PH proposed that TTC adopts the updated GDPR Privacy Notices and new Consent Form, seconded by HJ, carried.</p>	
20/042PP	<p>6. Next Policies for Review</p> <ul style="list-style-type: none"> • Operation London Bridge (New) • Events (New) <p>Due to the Committee having completed so many policies CL will now start to review and update the Staff Handbook.</p>	
20/043PP	<p>7. Correspondence/Updates</p> <p>None</p>	
20/044PP	<p>8. Date of next meeting</p> <p>23rd February 2021</p>	Agenda items to be submitted to the Clerk 7 days before meeting

**There being no further business
to discuss the meeting closed at 2pm.**