



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



Minutes of the Policies and Procedures Committee on 23rd March 2021 virtually via Google Meets at 1pm.

<p>Attended Councillors P Hedge (PH) in the Chair, H Jones (HJ), C Webb (CW) C Lovell (CL) – Town Clerk</p>		<p>1. 20/52PP Apologies: C’llr A Allen (work) 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.</p>
Item	Agenda Item	Action by
20/053PP	<p>2. Declaration of interest – NONE (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</p>	
20/054PP	<p>3. Minutes of Previous Meeting Ratified February 2021 full town meeting. No matters arising</p>	
20/055PP	<p>4. Policies Review Code of Conduct The new draft model has been circulated by NALC. CL had amended it to make it relevant to TTC. The following adjustment was recommend, item 6 the inclusion of Councillors and Employees. HJ proposed that TTC adopts the new Code of Conduct, seconded by PH, carried. Standing Orders Had been circulated and formatting changes noted. The Committee recommends the following amendments:</p> <ul style="list-style-type: none"> • 1s. All matters requiring a decision at a meeting shall be decided by a majority of the Councillors present and voting thereon.... • 32d. Upon delivery of his acceptance of Office, or direct them to where it can be found on the Council’s website. <p>CW proposed that these changes be implemented, seconded by PH, carried. Financial Regulations Had been circulated and formatting changes noted. The Committee recommends the following amendments:</p> <ul style="list-style-type: none"> • 1.12 Removal of ‘and reasonably’. • 4.8 Under each head of the budget should change to each budget heading. • 6.13 Addition of ‘carried out quareterly by a 	

	<p>Councillor nominated by the RFO.</p> <ul style="list-style-type: none"> 9.3 Addition of 'This may require a recommendation from the relevant committee or sub-committee.' <p>PH proposed that these changes be implemented, seconded by HJ, carried.</p> <p>Both Standing Orders and Financial Regulations refer to EU regulations, the Committee are in agreement that this shall remain until there is confirmation that they need to be removed.</p> <p>As with usual procedure the three documents are to be adopted at May 2021 Annual Town Meeting. However they will be circulated to full Council prior to April's meeting so that if there is anything to be noted it can be raised.</p> <p>Operation London Bridge.</p> <p>Was circulated. This is a new policy and there was an in depth discussion. Some items need clarity which the CL will find out before full Council.</p> <p>CW proposed that TTC adopt the Operation London Bridge Policy, seconded by PH, carried.</p>	<p>CL</p> <p>CL</p>
20/056PP	<p>6. Next Policies for Review</p> <p>C'Ilr Ahern had provided the committee with a draft Biodiversity Policy which he would like TTC to adopt. The members agreed that such a document was needed but would prefer it be a 'Statement' instead of a policy.</p> <p>CL will liaise with C'Ilr Ahern.</p> <p>CL advised that she has now received the new Risk Assessment software and although it will be time consuming to set up it will be an extremely useful database/tool for the Council. As it is so close to the new Council year she will be concentrating on this.</p>	<p>CL</p> <p>CL</p>
20/057PP	<p>7. Correspondence/Updates</p> <p>None</p>	
20/058P	<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 1 pm.**