



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



Minutes of the Policies and Procedures Committee on 20th July 2021 in the Community Centre at 11am

<p>Attended Councillors H Jones (HJ), P Hedge (PH), C Webb (CW)</p> <p>C Lovell (CL) – Town Clerk</p> <p>*HJ was nominated to be Chair of the Committee, seconded by CW*</p>		<p>1. 21/01PP Apologies:</p> <p>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
21/02PP	<p>2. Declaration of interest – NONE (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</p>	
21/03PP	<p>3. Minutes of Previous Meeting Minutes of March 2021 meeting were ratified at April's full town meeting. No matters arising</p>	
21/04PP	<p>4. Policies Review</p> <p>Equal Opportunities The policy had been circulated and reviewed, typing and grammatical errors were agreed – no changes to content. HJ proposed that TTC adopts the Equal Opportunities Policy, seconded by PH, carried.</p> <p>Equality and Diversity The policy had been circulated and reviewed, typing and grammatical errors were agreed – no changes to content. CW proposed that TTC adopts the Equality and Diversity Policy, seconded by PH, carried.</p> <p>Bullying and Harassment The policy had been circulated and reviewed, typing and grammatical errors were agreed – no changes to content. HJ proposed that TTC adopts the Bullying and Harassment Policy, seconded by PH, carried.</p> <p>Disciplinary and Grievance Policy The policy had been circulated and reviewed, typing and grammatical errors were agreed – no changes to content. CW proposed that TTC adopts the Disciplinary and Grievance Policy, seconded by PH, carried.</p>	<p>CL</p> <p>CL</p> <p>CL</p> <p>CL</p>

21/05PP	<p>6. Next Policies for Review</p> <p>Currently the only new policy outstanding is Events, CL will liaise with Engagement Admin to write this.</p> <p>Policies to be reviewed in August 2021 are:</p> <ul style="list-style-type: none"> • Press and Media • Investment 	CL
21/06PP	<p>Planning Procedure</p> <p>The committee discussed whether the current procedure was suitable. They agreed that on the whole the system in place was very good and efficient however Admin must ensure that before comments are sent to Wiltshire they are approved by a Councillor and that Councillor's name recorded.</p> <p>The Town Clerk will also let Councillors know that should a potentially contentious application be received they can ask for it to be an agenda item at Full Council.</p>	
21/07PP	<p>7. Correspondence/Updates</p> <p>None</p>	
2/08P	<p>8. Date of next meeting</p> <p>17th August 2021 @ 11am</p>	Agenda items to be submitted to the Clerk 7 days before meeting

**There being no further business
to discuss the meeting closed at 12pm.**