



Tidworth Town Council



**Policies and Procedures  
September 2021**

Minutes of the Policies and Procedures Committee on 21<sup>st</sup> September 2021 in the Community Centre at 11:30am

<p><b>Attended</b> Councillors H Jones (HJ) (in the Chair), P Hedge (PH), C Webb (CW)</p> <p>C'Ilr D Ahern (DA)</p> <p>C Lovell (CL) – Town Clerk</p>		<p><b>1. 21/09PP Apologies:</b> <b>None</b></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
21/10PP	<p><b>2. Declaration of interest – NONE</b> (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</p>	
21/11PP	<p><b>3. Minutes of Previous Meeting</b> Minutes of July 2021 meeting were ratified at September's full town meeting. No matters arising</p>	
21/12PP	<p><b>4. Policies Review</b></p> <p><b>Investment</b> The policy had been circulated and reviewed, typing and grammatical errors were agreed – no changes to content. <b>HJ proposed that TTC adopts the Investment Policy, seconded by PH, carried.</b></p> <p><b>Press and Media</b> The policy had been circulated and reviewed, typing and grammatical errors were agreed – no changes to content. <b>CW proposed that TTC adopts the Equality and Diversity Policy, seconded by PH, carried.</b></p> <p><b>Events</b> – In progress, CW will oversee this.</p> <p><b>Biodiversity</b> DA attended the meeting to provide the background to the need for a Biodiversity policy. All are in agreement that it is required and looking forward it will soon be a requirement. A draft had been circulated and with a few agreed amendments the Committee recommend that the policy is adopted by TTC. <b>HJ proposed that the Biodiversity Policy is adopted by TTC, seconded by</b></p>	<p>CL</p> <p>CL</p> <p>KM</p> <p>CL</p>

	<b>CW, carried.</b>	
21/13PP	<b>6. Next Policies for Review</b> CL reported that all current policies are up to date, she will continue to monitor for any changes in legislation. The only outstanding items are the Committee Terms of Reference which the Chairs are working on.	
21/14PP	<b>7. Correspondence/Updates</b> None	
2/15PP	<b>8. Date of next meeting</b> <b>TBC</b>	Agenda items to be submitted to the Clerk 7 days before meeting

**There being no further business  
 to discuss the meeting closed at 12:10pm.**