

BARDNEY GROUP PARISH COUNCIL

MINUTES

Policy and Process

30 January 2024 at Bardney Village Hall

Bardney Group Parish Council

Minutes from the Policy and Procedures Meeting

Bardney Pavilion Tuesday 30th January 2024 @ 2.00pm

Present

Cllr Ian Fleetwood (Chair), Cllr Barry Percival, Cllr Ruth Lane,

Cllr Ken Hutchinson, Cllr Keith Laughton.

Clerk/RFO Angela Smith.

Members of the Public

No members of the public were present.

Meeting commenced at 2pm

The Chair Cllr Fleetwood welcomed everyone to the meeting.

298-23/24 Apologies for Absence

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting in accordance with Local Gov. Act 1972, Sch 12, para 40. No apologies.

299-23/24 Declarations of Interests

To receive any declarations of interest under the Localism Act 2011 being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation. No Declarations of Interest made.

300-23/24 Appoint Chair and Vice-chair for this Committee. Cllr Fleetwood proposed Cllr Laughton to be Chair of the Policy and Procedure Committee, seconded by Cllr Hutchinson, Cllr Laughton accepted position of Chair. Cllr Lane proposed Cllr Percival, seconded by Cllr Hutchinson, Cllr Percival accepted after Cllr Fleetwood declined proposal to be Vice Chair.

301-23/24 Standing Orders. At present BGPC are working from 2018 Standing Orders. The Committee agreed to now work from the NALC model Standing Orders. The Committee briefly went through some points on the model document that would need amending. Cllr Laughton volunteered to go through the NALC model Standing Orders and amend / delete / add where necessary. Cllr Laughton will then email the amended Standing Orders for the Committee to view recommendations before the next meeting on the 4th March 2024 @ 2pm. The Committee can then agree to take to Full Council for approval. This was proposed by Cllr Fleetwood, seconded by Cllr Hutchinson, approved.

302-23/24 Financial Regulation. As above, the Committee looked through the NALC model Financial Regulations, some items were suggested to be removed or amended.

Cllr Laughton suggested that the Policy and Procedure Committee take to Annual Council Meeting an item to form a Financial Committee going forwards. Cllr Fleetwood proposed that Cllr Percival and Cllr Hutchinson look through the Financial Regulations and amend / delete / add where necessary and email all the Committee members by the end of February with their recommendations, this was seconded by Cllr Laughton, approved.

303-23/24 Procedures BGPC already have and what new Policies / Procedures need to be adopted.

Committee worked through a list of Policies and Procedures the Council have. All existing Policies and Procedures are out of date and need to be reviewed and approved, and thereafter on an annual basis.

Cllr Laughton asked permission to take the Policy and Procedure Folder home to go through, permission was granted by the Committee. Cllr Fleetwood advised that all the information regards the Policies and Procedures are stored on the computer mini tower in the Portacabin. Clerk will give Cllr Laughton a list of the Policies and Procedures that LALC adhere to as necessary or good practice.

Meeting Closed @ 3.10pm

Next Meeting Bardney Pavilion 4th March @ 2pm