

**Minutes of the Meeting of the Review & Policy Committee held in The Rhymes Pavilion on Thursday 16<sup>th</sup> OCTOBER at 7.15pm**

**Present:** Cllrs D Craig (Chair), E Adams, S Hagen, D Greener, D Redding and M Townley (Clerk)

**Attending:** None

*As Council Chairman Cllr Adams began this Meeting until the Chairman of this Committee was elected.*

**1 Public Participation**

None

**2 Apologies for Absence**

Full attendance

**3 Declarations of Interest**

None declared.

**4 Election of Chairman**

Proposed	E Adams	}	RESOLVED –	That Cllr Denise Craig serve as Chairman for the remainder of this Term.
Seconded	S Hagen	}	(Unanimously)	

**5 Election of Vice-Chairman**

Proposed	D Craig	}	RESOLVED –	That Cllr Derek Greener serve as Vice-Chairman for the remainder of this Term.
Seconded	S Hagen	}	(Unanimously)	

**6 Composition of this Committee**

6.1 To comprise the Parish Council Chairman & Vice-Chairman, the Chairmen of the 2 x Standing Committees (or their Vice-Chairmen if not available.) i.e. Cllrs James Jefferey and Derek Redding

6.2 A 7<sup>th</sup> member is still to be nominated.

**7 Minutes of the Meeting held 14<sup>th</sup> June 2018**

Proposed	S Hagen	}	RESOLVED –	That the Minutes were a true record
Seconded	D Greener	}	(Unanimously)	

**8 Terms of Reference (with the ToR of SPC to be adjusted accordingly):**

8.1 The draft Terms of Reference were agreed and all members signed the document.

8.2 The Review date was agreed as 19<sup>th</sup> March 2019

**9 Complaints Procedure**

9.1 Any procedure should follow our accepted Standing Orders.

9.2 But the SO's are to cover Councillors conduct and a simple 'Form' is desirable for the Public.

9.3 A draft 'Complaints Form' to be generated and circulated to all Councillors for discussion at the next RPC Meeting. **MT**

**10 Review of necessary Councillor Procedures**

10.1 A potential Listing of simple procedures was discussed and each member will elaborate on two of the agreed topics:-

- 10.1.1 Payments – How to raise cheques for agreed projects.... **MT**
- 10.1.2 Expenditures – How to commission payments for agreed expenses/projects.... **MT**
- 10.1.3 Extraordinary Meetings – How to call a Meeting..... **EA**
- 10.1.4 What is a Site visit - For Planning applications..... **DR**
- 10.1.5 Conflicts of Interest – What are they..... **DC**
- 10.1.6 Working Groups -How do they actually work **DG**
- 10.1.7 Working Groups -At what frequency should Meetings occur..... **DG**
- 10.1.8 Street Lights -Reporting 'broken' lights procedure..... **MT**

**11 Training Programmes**

11.1 There are still 4 x Councillors to have the ALCA's "Good Councillor" course.

To be arranged when the replacement Councillor is elected/co-opted.

11.2 ALCA to be asked for their Training programme for "Chairmanship" and "Planning" **MT**

**12 Review of Working Groups List**

12.1 To be added to the existing listing :- (8) Footpaths Clearing Group, (9) Youth Projects, (10) Safe-Route-to School.

12.2 WG 10 refers to the Footpath from the Play Area to School Lane.

A costing for Laying down a 'proper' surface to be investigated with both B&NES and local Contractors. **SH**

**13 Review and Update of Standing Orders**

13.1 Whilst this May the Model NALC Standing Orders – including the financial controls – were agreed the SOs governing this Parish Council need updating e.g. *the listing of Standing committees is now incorrect.* **EA**

**14 Communications**

14.1 Provision of email addresses - linked to the Website - being investigated. **EA**

14.2 Should the Website have a "Drop Box" for Councillors to record items of common interest? To be investigated. **DR**

14.3 Working Groups wish to meet in the Pavilion and key access to be resolved. **JJ**

14.4 The Meeting witnessed the signing of 2 x cheques.

**15 Date of Next Meeting**

Tuesday 15<sup>th</sup> January 2019 (to be confirmed).