**SOUTH WOOTTON PARISH COUNCIL**

Minutes of the Meeting of the Policy Committee held at 7.00pm on Wednesday 6th February 2019 at the Parish Council Meeting Room, Church Lane, South Wootton

**1. PRESENT:** Mr J Smallwood, Mr D Price, Mr I Jordan, Mr A Evans, Mr H Hofmeister, Mr P Bland, Mr M Narborough, Mr K Reynolds, Mrs T Cornwell (Clerk) and Mrs M Kirby (Assistant Clerk)

**APOLOGIES:** None

**2. MINUTES OF THE LAST MEETING:** 1st October 2018, these were proposed as a correct record by Mr Smallwood, seconded by Mr Jordan, with one abstention these were agreed and signed by the Chairman.

**3. DECLARATIONS OF INTEREST:** None

**4. QUESTIONS FROM THE PUBLIC:** None

**5. To discuss Staff Appraisals:** Mr Smallwood confirmed that all members had been provided with a Staff Appraisal Report (See attached).

Mrs Cornwell and Mrs Kirby both said they were very happy working for the Parish Council and enjoyed their work.

Mr Jordan said that the NALC increases had been catered for within the Budget and it was agreed at Mr Lucas should have a small increase in salary as per the recommendation sheet.

Members asked how the transition was going between Mr McIntyre and Mr Walker, Mrs Cornwell explained that it was going well, perhaps a bit slower than Mr McIntyre expected.

**Mr Price proposed that the Parish Council accepts the Staff Appraisal Report and Salaries and that salaries and hours of employment are reviewed as appropriate; this was seconded by Mr Bland with all members in favour.**

**6. To review the Maternity Policy:** Mrs Cornwell explained that Mr Terry Wilshin the NALC advisor had checked the Policy to make sure everything was legal, and that legislation had not changed since the last review. **With one amendment on page 5 of the policy (13.1) Mr Jordan proposed that the Parish Council accepts the Maternity Policy with the amendment; this was seconded by Mr Hofmeister with all members in favour.**

**Freedom of Information Policy:** Mrs Cornwell explained that the Freedom of Information Policy sets out to members of the public, what Core Classes of Information the Parish Council holds and how the information can be obtained. With no amendments, **Mr Jordan proposed that the Parish Council accepts the Freedom of Information Policy; this was seconded by Mr Price with all members in favour.**

**South Wootton Parish Council Action Plan 2018-19:** Following on from the Finance Meeting and the Budget Requests, Mrs Cornwell prepared the Action Plan for 2018-19, she asked members to confirm the details and asked if anything had been missed. Mr Narborough said that it had been agreed to replace one of the water tanks each year at the Allotments and this could be included within the Action Plan. With members in agreement of this inclusion **Mr Jordan proposed that the Parish Council accepts the SWPC Action Plan 2018-19; this was seconded by Mr Narborough with all members in favour.**

**7. To review the following Risk Assessments:**

**Village Hall:**

Mr Smallwood referred members to the document and asked if anyone had any comments to make. With no amendments **Mr Jordan proposed that the Parish Council accepts the Village Hall Risk Assessment; this was seconded by Mr Narborough with all members in favour.**

**Parish Office:**

Mr Smallwood referred members to the document and asked if anyone had any comments to make. With no amendments **Mr Price proposed that the Parish Council accepts the Parish Office Risk Assessment; this was seconded by Mr Jordan with all member in favour.**

**St Mary’s Churchyard:**

Mr Smallwood asked that the Church Wall be included within the document and that the Clerk investigate exactly what parts of the outer wall the Parish Council are responsible for. With the amendment **Mr Smallwood proposed that the Parish Council accepts the St Mary’s Churchyard Risk Assessment; this was seconded by Mr Jordan with all members in favour.**

**Allotments:**

Mr Smallwood referred members to the document and asked if anyone had any comments to make. With no amendments **Mr Smallwood proposed that the Parish Council accepts the Allotments Risk Assessment; this was seconded by Mr Narborough, with one abstention all other members were in favour.**

**Village Green & Pond:**

With no amendments **Mr Price proposed that the Parish Council accepts the Village Green and Pond Risk Assessment; this was seconded by Mr Hofmeister with all members in favour.**

**Bus Shelters:**

With no amendments **Mr Smallwood proposed that the Parish Council accepts the Bus Shelter Risk Assessment; this was seconded by Narborough with all members in favour.**

**Street Lighting:**

With no amendments **Mr Smallwood proposed that the Parish Council accepts the Street Lighting Risk Assessment; this was seconded by Mr Bland with all members in favour.**

**Dog Bins:**

With no amendments **Mr Smallwood proposed that the Parish Council accepts the Dog Bin Risk Assessment; this was seconded by Mr Bland with all members in favour.**

**Benches:**

Mr Smallwood reported that there is an area of concrete left at the site where the memorial bench to the late Aubrey Day used to sit.Mrs Cornwell explained that the bench had been removed as the legs are rotten. Discussions took place as to whether the bench should be replaced and by whom. It was decided that the matter would be fully discussed by the Assets Committee in March.

With no amendments to the document **Mr Narborough proposed that the Parish Council accepts the Benches Risk Assessment; this was seconded by Mr Smallwood with all members in favour.**

There being no further business the Chairman closed the meeting at 7.35pm.

**8.** Date of next meeting **Wednesday 1st May 2019.**

1st May 2019 Chairman