

**Minutes of the meeting of the Policy Committee held at 8:30pm
on Monday, 11th November 2019 in the Parish Council Committee Room**

Present: Councillors –Diana Harvey, Sarah Craig, Dorothy Harvey, Chris Farrance and Tony Woods
In attendance: Karyn Reid (Executive Clerk)

Item No.

19/20PY

1. ELECTION OF COMMITTEE CHAIRMAN FOR 2019/20

Cllr Diana Harvey nominated Cllr Dorothy Harvey as Committee Chairman; seconded by Cllr Chris Farrance and **AGREED** by all. No other nominations were received. Cllr Dorothy Harvey was duly appointed as Committee Chairman. It was proposed that Cllr Dorothy Harvey would take this role temporarily, with the view for Cllr Craig to carry on after May 2020.

19/20PY

2. OPEN FORUM

No members of the public were present.

19/20PY

3. APOLOGIES FOR ABSENCE

No apologies were received.

19/20PY

4. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)

There were no requests.

19/20PY

5. DECLARATIONS OF INTEREST

No declarations of interest were made.

19/20PY

6. APPROVAL OF MINUTES

Cllr Dorothy Harvey proposed that the previously distributed minutes of the 15th April 2019 Policy Committee meeting be signed as an accurate record; seconded by Cllr Diana Harvey and **AGREED** by all. The minutes were signed by the Committee Chairman.

19/20PY

7. ACTIONS LOG

Item 17/18P 31 - Adult Safeguarding; Cllr Dorothy Harvey agreed to draft policy upon return from her visit to New Zealand in the New Year.

Item 18/19P 41 - Child Policy; Cllr Diana Harvey to continue to review Child Policy.

Item 18/19P 41 - Publications Policy; Cllr Craig agreed to review this policy in line with focus on accessibility and website update/upgrade. A statement from this Policy should also appear on other as required e.g. events, transport, social media, website etc.

Cllr Craig stated that the Council should be aware of not to complete and publish policies before being ready to implement. All we in agreement.

19/20PY

8. POLICY REVIEWS

i) To review & update the policy schedule

Cllr Dorothy Harvey stated that the current format of the policy schedule wasn't effective and the colour coding isn't clear on whether it is the review date that is high priority or the policy.

Cllrs suggest splitting the review over the year with a mixture of priorities. Policies to be grouped by topics and circulated to Committees for review once drafted.

Cllr Farrance suggested a GAP analysis on policies with a comparative with other Parish Councils.
ACTION: Executive Clerk to review and update spreadsheet and research what other Parish Councils hold.
It was also **AGREED** that the Policy Committee will need to meet more frequently.
Cllr Craig suggested removing the Communication Strategy Policy and renaming it Communications Policy, which will include the Social Media policy as drafted.
ACTION: Cllr Craig to update Communication Policy for circulation.

ACTION; Cllr Dorothy Harvey to investigate Health & Well Being policy, using HCC / HDC as a comparative.

ii) To discuss current Planning Policy
Cllr Diana Harvey talked through the amends to current policy aligning with HWNHP and previously circulated to all prior to meeting.
It was **AGREED** to add in reference to the design guide and conservation area and circulate to all members of the Parish Council.

iii) To review HWPC website project
Cllr Craig circulated a summary of the Website project plan. It was noted that due to other responsibilities, the anticipated timescales had slipped however there was still a keen focus on tidying up the out of date information as soon as possible.

Cllr Craig and the Executive Clerk were planning to meet with Digital House (Website provider) and discuss options of support and potential costs.

19/20PY

9. CHAIRMAN’S ANNOUNCEMENTS

No announcements were made.

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10. PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK

No comments were made.

19/20PY

11. CORRESPONDENCE

N/A

The next meeting is on 23rd January 2020

There being no further business the meeting closed at 9.50pm.

.....Chairman Date

Appendices

- Actions log
- Draft Planning Policy (as circulated)
- Draft Social Media Policy (as circulated)
- Policy review schedule