

Minutes of the meeting of the Policy Committee held at 10.00am on Thursday, 23rd January 2020 in the Parish Council Committee Room

Present: Councillors –Diana Harvey, Dorothy Harvey and Chris Farrance

In attendance: Karyn Reid (Executive Clerk)

Item No.

19/20PY 12. OPEN FORUM

No members of the public were present.

19/20PY 13. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Craig and Airton.

19/20PY 14. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)

There were no requests.

19/20PY 15. DECLARATIONS OF INTEREST

No declarations of interest were made.

19/20PY 16. APPROVAL OF MINUTES

Cllr Farrance proposed that the previously distributed minutes of the 11th November 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 17. ACTIONS LOG

All completed items were noted by the Committee.

Outstanding items were discussed as item 19/20PY 18.

19/20PY 18. POLICY REVIEWS

i) To review & agree the amended policy schedule

All Committee members agreed that the revised policy schedule helped focus responsibilities. It was suggested to highlight on bold those policies which were currently overdue for review and to extend the completion by date to the nearest Quarter end.

The policies were assigned to relevant Committee with the responsibility put to them to review, update and be aware of content. The schedule and plan for distributing tasks is to be circulated at the Full Council meeting on 3rd February 2020.

ACTION: Executive Clerk to add item to FC agenda for ratification.

ii) To ratify comments sent from Planning Committee re; Hart Local Charter & proposed Planning Policy
All members of the committee **AGREED** to submit content for ratification at the Full Council meeting on 3rd February 2020.

Cllr Diana Harvey suggested an annual review of policy rather than the current bi-annual review.

ACTION: Executive Clerk item to FC agenda for approval.

iii) To update & review HWPC website

Committee members discussed and **AGREED** that the website upgrade and content should remain as part of the Policy Committee, with any financial consideration to be passed to the Finance Committee where appropriate.

Cllr Craig circulated a summary update in her absence which surmised that the current website would be non-compliant for accessibility when new legislation is effective September 2020.

It was **AGREED** to request the Finance Committee to obtain 3 quotes, including that of the current provider, for a new website and ongoing support costs.

The Policy Committee suggested a Working Party be formed, with focus on content with strict timeframes of issuing content such as 30 days. Working Party to be comprised of representatives from each Committee.

