

**Minutes of the meeting of the Policy Committee held at 7.00pm on Monday 25th January 2021 to which Councillors were summoned to attend by video conferencing.**

**Present:** Councillors – Sarah Craig (Chairman), Stuart Elborn and Chris Farrance

**In attendance:** Sarah Daly (Deputy Clerk) and 4 members of the public

Cllr Craig opened the meeting at 7.00pm and noted thanks to Cllrs Dorothy Harvey and Diana Harvey for their contribution to Policy Committee over the years.

**Item No.**

**20/21PY 1. OPEN FORUM**

No members of the public wished to speak.

**20/21PY 2. APOLOGIES FOR ABSENCE**

No apologies were received.

**20/21PY 3. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**20/21PY 4. APPROVAL OF MINUTES**

Cllr Sarah Craig proposed that the previously distributed minutes of 24<sup>th</sup> September 2020 Policy Committee meeting be signed as an accurate record; seconded by Cllr Chris Farrance.

**AGREED by all.**

The minutes to be signed by Committee Chairman, when appropriate.

**20/21PY 5. ACTION LOG**

All completed items were noted by the Committee.

Item 19/20PY 37 – the Deputy Clerk will contact HDC to inform of any minor changes to the Winter Weather Emergency Plan once this is approved.

**20/21PY 6. POLICY MATTERS**

i) To welcome and note change in Committee membership since last meeting  
Cllr Craig welcomed Cllr Elborn to the Policy Committee. Additional committee members will be sought once the co-option of new Parish Councillors is finalised.

ii) To review and approve in principle draft documents produced since last meeting

**HWPC Draft Benches Policy**

Two amends were noted:

Remove brackets in section 4.1

Add a footer with policy history

**ACTION: Deputy Clerk to make agreed amends to the HWPC Draft Benches Policy to submit to Full Council.**

Cllr Farrance proposed approval in principle of the HWPC Draft Benches Policy, subject to the amends noted; seconded by Cllr Elborn.

**AGREED by all.**

### **HWPC Draft Burial Grounds Policy**

Two amends were noted:

Renumbering of some sections

The Executive Clerk will insert a section regarding child funeral costs

Councillors were happy with the suggested insertion and requested that the E&A Committee Chair approve this prior to submission of the policy to Full Council.

**ACTION: Deputy Clerk to confirm amends to the HWPC Draft Burial Policy with Executive Clerk.**

Cllr Elborn proposed approval in principle of the HWPC Burial Policy, subject to the E&A Committee Chairman agreeing the amends noted; seconded by Cllr Farrance.

**AGREED by all.**

### **HWPC Draft Grants & Donations Policy**

The draft policy will go to Finance Committee before approval at Full Council in March.

Two amends were noted:

Remove brackets in section 1.4

Renumbering of some sections

Cllr Craig noted that some wording had been changed regarding funding for school projects. Cllr Elborn felt it would be useful to clearly identify changes made to the document for Finance Committee. This needs to be considered for all future draft policies for approval.

**ACTION: Deputy Clerk to confirm amends to the HWPC Draft Grants & Donations Policy with Executive Clerk.**

Cllr Farrance proposed approval in principle of the HWPC Draft Grants & Donations Policy; seconded by Cllr Elborn.

**AGREED by all.**

### **HWPC Draft Privacy Notice**

Cllr Craig requested withdrawal of this item from the agenda as there is outstanding work to be done on the draft document following Brexit. This is noted on the policy schedule. Cllr Craig will finalise the draft ready for the next Policy Committee meeting.

**ACTION: Deputy Clerk to add HWPC Draft Privacy Notice to the next Policy Committee agenda.**

### **HWPC Draft Winter Weather Policy**

Cllr Elborn suggested a review of current grit box locations and insertion of a sentence stating that this would be carried out annually before the policy was approved.

iii) To review the Policy Schedule and note recently approved policies and possible future policies

Cllr Craig presented a revised Policy Schedule and councillors agreed the proposed amends highlighted on the circulated document. The following points were noted:

Insert a column regarding cadence so that the committee can see the frequency of reviews  
Add priorities as the Committee looks forward into the next quarter

Keep risk assessments on the list  
Adult Safeguarding and Child Protection policies will need to be assigned to new owners once there is an update on these  
Covid Special Procedures will be reviewed in the summer – the Executive Clerk is currently collating these. Cllr Farrance suggested making this more generic.  
Code of Conduct will be updated when there is new guidance from NALC  
Transparency Code is government policy – Cllr Craig will work with the Executive Clerk to understand this  
The Executive Clerk is collating all relevant policies into a Staff Handbook  
Remove Community Engagement Statement of Intent as this will feed into a wider Community Engagement Strategy

Three new policies were discussed:  
Climate Change – Cllr Farrance requested this is a more generic Sustainability Policy  
National/Local Emergency Response  
Best Practice/Procedure at Meetings – Cllr Elborn suggested a gap analysis to see what is not currently covered by the Standing Orders. NALC may have some guidance on this – particularly regarding online meetings.

**ACTION: Cllr Craig will check whether there are updated recommendations from NALC regarding best practice and procedures at meetings.**

**20/21PY 7. CHAIRMAN’S ANNOUNCEMENTS & PARISH COUNCILLOR MATTERS**  
None.

**20/21PY 8. CORRESPONDENCE**  
None.

**20/21PY 9. DATE OF NEXT MEETING**  
The next meeting is on Monday 22<sup>nd</sup> March 2021 at 7.00pm.

There being no further business the meeting closed at 7.54pm.

..... Chairman

Date .....

**Appendices**

- Actions Log
- HWPC Draft Benches Policy
- HWPC Draft Burial Grounds Policy
- HWPC Draft Grants Policy
- HWPC Draft Winter Weather Policy
- Policy Review Schedule