



## ALSTON MOOR PARISH COUNCIL

Minutes of a meeting of the Advisory, Development and Policy Group held on Monday 14<sup>th</sup> December 2020 at 7pm by Zoom.

**Present:** Cllrs: M. Denoual (Chair), E. Grew, H. Ho, A. Holt, L. Seaton, Z. Robson.

**Apologies:** none

### **1. Approval of minutes**

The chair requested that the minutes of previous meetings be approved at the next meeting.

### **2. Actions & progress reports**

**Resolved** to hold over to the next meeting. Proposed by Cllr Denoual and seconded by Cllr Robson. (nem con)

It was requested that an action list be produced for outstanding matters for follow up. **Action CI/MD**

### **3. Draft Terms of Reference**

Cllr Denoual reported that Eden District Council's solicitor, Lisa Tremble has offered to review the draft Terms of Reference before the committee submits them to full council.

Members reviewed the terms for section A.

Agreed to increase membership from 6 to 7 to leave a vacancy for new councillors and on a new name for the former Advisory, Development and Policy working group - Development, Governance and Personnel Committee (DGP)

### **4. Consideration of need for a Finance Committee**

Noted that it had been recommended by the working group that the quarterly task of inspecting the council's bank reconciliations, statements and invoices should be rotated amongst councillors. The clerk confirmed that reconciliations were done monthly and the accounts for payment/paid during the month submitted to full council meetings for approval.

**Recommended** that a Finance Committee be established. Proposed by Cllr Ho and seconded by Cllr Holt. (5+ 1-)

The ToR were reviewed and the section on preparing budgets for the precept in November taken out as it was decided this should be a responsibility of the full council, as is the approval of the annual return and risk management. Observed that it might not be necessary for the clerk to attend all meetings if it would impact on other work commitments.

**Resolved** to recommend to full council they ratify the draft Terms of Reference for the Development, Governance & Personnel Committee (A) and the Finance Committee (B). Proposed by Cllr Denoual and seconded by Cllr Seaton.

The clerk was asked to forward the amended document to EDC for comment before it is circulated to full council. **Action CI.**

### **5. Review of policies and protocol schedule to consider if any could be discontinued or merged**

Cllr Denoual reported that the council has accumulated a number of policies, some of which may no longer be needed, or could be added to existing policies as appendices, one example being the Lone Working policy which could be attached to the Health and Safety policy.

The clerk reported that the Lone Working policy needs re-writing to make it more relevant to working practices and to include a section for members, who now (Covid permitting) hold surgeries. **Action CI.**

### **6. Recording of meetings**

**Recommended** that the Retention of Documents policy include a statement that recordings of meetings by council officers do not need to be retained longer than 20 days after a meeting is approved. Proposed by Cllr Seaton and seconded by Cllr Robson. (nem con)

A review of the recording of meetings protocol was requested as meetings are now held on-line. **Action Cl.**

**7. Employment of a Community Warden & Assistant clerk/Town Hall administrator**

The clerk stated that this agenda item was to discuss strategy only, and that no matters relating to employees should be raised.

**Community Warden** – it was agreed to defer discussion to a later meeting. The clerk reported that she had discussed contracts with other clerks from Eden and would report back.

**Assistant clerk/ Town Hall admin** – the clerk reported that this matter was discussed during the risk assessment review carried out by Cllr Hanley and former Cllr Robinson last March for consideration before the precept meeting. She will reach retirement age soon, and while it is not practical to share the council work, an assistant clerk could take on some of the town hall work and train for the Local Council clerk’s qualification. An option might be to appoint a clerk who already has the qualification.

It was agreed that this could be put as a proposal to full council, and the clerk was asked to prepare some figures to present to the precept meeting. **Action Cl.**

**Recommended** to full council that they look at appointing an assistant clerk for 10 hours per week. Proposed by Cllr Holt and seconded by Cllr Seaton. (nem con)

**8. Date of next meeting**

Monday 15<sup>th</sup> February 2021.

*The meeting closed at 9pm*

Signed: .....

Dated: .....

**ACTION LOG**

Draft ToR to forward to MO for review	Clerk
Review of policies	Members
Write new lone working policy	Clerk
Assistant clerk costings for precept meeting	Clerk
Recording of meetings policy for full council to ratify	AMPC