



ALSTON MOOR PARISH COUNCIL

Minutes of a meeting of the ADP working group held on Monday 16th December 2019 at 7pm in the Masonic Hall.

Present: Cllrs: A. Holt (Chair), M. Denoual, T. Haldon, L. Seaton, H. Ho, C. Johnson (clerk).

Apologies: none.

1. Minutes of the last meeting

Resolved to approve the minutes of the meeting held on Monday 23rd September 2019. Proposed by TH and seconded by MD (2 abs)

2. Action points from the last meeting not on the agenda

MD had circulated a complaints procedure from another parish council for information.

3. Review and updating of council policies for ratification at the next council meeting

Complaints procedure – HH queried the statement on anonymous complaints, which will not be considered by the council. It was also queried whether the Audit Commission is still the correct authority to refer financial complaints to, but this is still the wording on the model template.

Recommended to accept the Complaints policy. Proposed by TH and seconded by LS. (nem con)

It was agreed that a designated complaints committee could be set up as required.

Anti-bullying (Dignity at work)

Recommended that the Anti-bullying (Dignity at Work) policy is accepted as it stands. Proposed by AH and seconded by MD. (nem con).

Disciplinary & Grievances policies

Recommended that the policies are accepted, and that they state they are based on the NALC model template. Proposed by LS and seconded by MD. (nem con)

Policies for review

It was agreed to set up policies for Training and Development and Sickness Absence using the templates from the CALC website and to review the Health and Safety policy.

It was suggested that the group sets a latest review date for policies of 2 years.

4. Website development & Expressions of Interest

One expression of interest was received from Alix Martin.

TH took the group through the specifications provided by Netwise and produced a wish list that could be used as a basis for a template. The website should be subscription based and ongoing support provided. There must also be confirmation that there will be continuity of support into the future.

TH agreed to put the list together and discuss it with AM. Tenders are to be in by 12th January 2020.

As Netwise is still the preferred website provider amongst the online companies reviewed, TH has requested a link to a trial site, and will circulate to the group when received.

5. Staffing matters

The ADP group were asked to consider adding staffing matters to their terms of reference or recommend setting up a separate group.

It was agreed that it would be as well to avoid setting up too many separate groups, and that working groups in general should have a membership of around 5 people.

Resolved to include staffing on the ADP terms of reference. Proposed by TH and seconded by LS. (nem con)

6. Consideration of financial protocols/precept

It was agreed that there was no need to make any changes to the level of financial scrutiny, and that once the budget has been agreed, there is authority to spend, and the clerk has authority to spend up to the

levels specified in the financial regulations. Accounts for payment are presented at the monthly council meetings, and financial statements quarterly. There is no need for council members to involve themselves in operational matters. Neither was there seen to be any need to change the financial scrutiny team to a system where different councillors each quarter are asked to sign the bank statement.

CJ stressed the importance of the precept in budgeting for the future. It is a responsible task and a realistic approach is needed to balance the desire to keep expenditure down and the need to maintain adequate balances.

7. Date of next meeting

Monday 20th January 2020 at 7pm. Venue to be confirmed.

The meeting closed at 8.30 pm.

Signed:

Dated: