



# ALSTON MOOR PARISH COUNCIL

Minutes of a meeting of the ADP working group held on Monday 23<sup>rd</sup> September 2019 at 7pm in Alston Town Hall meeting room.

**Present:** Cllrs: A. Holt (Chair), M. Denoual, T. Haldon, C. Johnson (clerk).

**Apologies:** none

## **1. Minutes of the last meeting**

**Resolved** to approve the minutes of the meeting held on Monday 22<sup>nd</sup> July 2019. Proposed by Cllr Holt and seconded by Cllr Denoual. (nem con)

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

None discussed.

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

**Recommended** that the council adopts the Communications Strategy with a couple of minor typos taken out. Proposed by AH and seconded by MD.

**Recommended** that the council adopts the updated Financial Regulations Policy with some amendments to the model template. Proposed by AH and seconded by MD.

### **Amendments**

1.14 £1,000 instead of the suggested £5,000.

4.1 £1,000 instead of £5,000.

4.4 The salary budgets are to be reviewed at least annually.

6.20 Remove statement about personal credit debit cards, as deemed impractical in this area with limited facilities.

**Recommended** that a paper on financial reserves be added to the Financial Regulations as an appendix. It was agreed that the Complaints procedure is dated, and that there are updated versions available. MD has found a more comprehensively written policy on-line and agreed to forward a copy to everyone.

### **Action MD.**

**Recommended** that the Equal Opportunities Policy be approved without change. Proposed by AH and seconded by TH.

It was suggested that where the Town Hall has no specified policy it should default to the council policies.

## **4. Website development – proposal for small team to identify improvements**

The council agreed to vire funding from the unspent allocation of the parish elections budget heading, amounting to £1,137.90, which should be adequate to update the website. There are a number of companies advertising parish council websites which could be considered. Points to look out for are ease of use, intranet facilities, and ability to provide adequate e-mail addresses if it is necessary to change the hosting arrangements. Possible options to research are:

- parishcouncilwebsites.org.uk
- myparishcouncil.co.uk
- parish-council.com - probably a no
- websitesforparishcouncils.co.uk

Agreed that those present would meet next month after having time to review them, and to invite Alix Martin and Ian Johnson to attend.

## **5. Welcome notes for new councillors**

The welcome notes for new councillors was agreed, with an update to staffing. Agreed to circulate to full council.

## **6. Co-option form for new councillors**

It was agreed that the person specs should be taken off the co-option form, but to otherwise leave it as it is. Applicants should also be given the opportunity to speak briefly at council meetings.  
Recommended to the full council for adoption.

**7. Recommendation to full council that the Finance Working Group is re-named Finance Scrutiny Panel**

**Recommended** that the Finance working group is re-named Finance Scrutiny Panel to clarify that its purpose is to carry out the actions under 2.2 of the Financial Regulations to verify the bank reconciliations. Proposed by TH and seconded by AH.

**8. Date of next meetings**

21<sup>st</sup> October at 7pm – team to consider updating the website.

9<sup>th</sup> December at 7pm for the full group.

**9. Future agendas**

It was agreed to review the following policies before the next full meeting.

- Complaints
- Dignity at work
- Disciplinary
- Grievance

MD agreed to report back to the council as AH would not be able to attend, and to ask whether the members who had put their names forward for the working group still wished to be on it, and if not to ask for one additional member.

*The meeting closed at 9.05 pm.*

Signed: .....

Dated: .....