



ALSTON MOOR PARISH COUNCIL

Minutes of a meeting of the ADP working group held on Monday 26th October 2020 at 7pm by zoom.

Present: Cllrs: A. Holt (Chair), M. Denoual, L. Seaton, Z. Robson (observer), H. Ho, C. Johnson (clerk).

Apologies: none

1. Appointment of Chair

Cllr A. Holt stated that he would like to stand down as chair.

Resolved to appoint Cllr Denoual as chair. Proposed by Cllr Holt and seconded by Cllr Seaton (nem con)

It was agreed that Cllr Denoual would take over from the next meeting.

2. Policy documents for review

Financial regulations

The clerk reported that there was an omission on the limit that could be spent on the debit card in the financial regulations.

Recommended to add the following to 6.19 of the Financial Regulations: The clerk is authorised to spend up to £150 by debit card for the purpose of defraying operational and other expenses.

There was a discussion on whether a finance review committee was needed, and a suggestion made that the task of the quarterly check of the bank statement and invoices could be rotated around council members rather than always falling to the same person.

Health and safety policy

Recommended that the updated Health and Safety policy be adopted at the next council meeting.

The clerk was asked to keep an accident book (separate from the one in the Town Hall).

Sickness absence policy

Recommended taking no action as it was thought unnecessary to have this policy, as some points are already in staff contracts.

3. Draft scheme of delegation

It was suggested that the ADP Terms of Reference should be reviewed to reflect its status as a committee, as it has a rolling calendar of work, and taken on staffing. At present no further action was taken.

Recommended that two more people are nominated to join the proposed ADP Committee.

It was agreed that Terms of Reference should be drawn up by the clerk and chair.

4. Next policy documents for review

Members were asked to look through the policies to see if any were redundant or unnecessary. It was suggested as a starting point that the policy on lone working could be merged with the health & safety policy, and the press and media policy with the communications policy.

Policies for review

Protocol for recording meetings

It was agreed to circulate any thoughts by e-mail.

Cllr Ho suggested an amendment to the Standing Orders. She was asked to let the clerk know what the issue was.

5. Recommendations to full council for precept 2021-2022 re: Community Warden and Publicity Officer

Recommended to full council that the Community Warden post should continue into the year 2021-2022.

Recommended to full council that the Publicity Officer budget be retained and renamed as a communication budget to include provision for a press officer if the post continues.

6. Date of next meeting

14th December at 7pm

The meeting closed at 8.20pm.

Signed:

Dated: