

MINUTES OF A MEETING OF THE PROCEDURES REVIEW COMMITTEE

Held on 22nd October 2014 at 10.00am in the Parish Office

Public Open Forum – none present

Present: Cllr Hughes (in the Chair), Cllr Alker, Cllr Ingram, Cllr Payne, Cllr Greatrex, Cllr Booth, Jayne Cooper

1) To appoint a Chairman and Vice Chairman

Cllr Hughes was elected Chairman and Cllr Alker elected as Vice Chairman.

2) To receive apologies and note absences

There were no apologies.

3) To receive and confirm the notes of the last meeting held on 8th May 2014

Subject to one minor amendment, the minutes of the meeting held on 8th May 2014 were agreed as a true and accurate record.

4) To discuss any matters arising not dealt with elsewhere on the agenda

The Financial Regulations had been updated in accordance with the changes recommended by this committee to full Council. An updated copy of the Financial Regulations would be issued to all councillors. The Clerk to action.

5) To consider changes to councillors' expenses

The Chairman of Council had asked for a review of the rules around paying travelling expenses when carrying out council duties inside the parish. Cllrs were aware that they could claim for travelling expenses when carrying out duties outside the parish. In addition it was acknowledged that the Chairman of Council has a separate allowance for Chairman's duties.

The Clerk had previously circulated National Association of Councils' legal topic note 33. This was reviewed.

There was some uncertainty with the suggestion in paragraph 5 of the legal topic note that stated *it is now permissible to pay councillors an allowance for travel and subsistence within the parish as well as outside of it* and whether an independent remuneration panel has to be established.

The Clerk was asked to seek advice from NALC and to report back to the committee. It was made clear that Cllrs do not want to set up an Allowance Scheme but want to be clear regarding the rules around mileage claims for duties carried out within a parish.

6) To confirm current policies, new policies required and arrange a date to carry out a policy review

It was agreed existing policies such as Health and Safety, Equal Opportunities, Data Protection and others should be reviewed by the relevant subcommittee. Once all policies had been considered by committees, the Procedure Review Committee would carry out an overall review of all policies. This exercise would be carried out over the next 12 months. The Clerk to ensure a review of policies is an item on the agenda of the first meeting of each committee after the Annual Council meeting.

New policies to be drawn up are:

- Recording of council meetings
- Parish Council's liaison with developers

7 To agree the time and date of the next meeting

12th November 2014 at 10am