



ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

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Minutes of the Governance & Staffing Committee held on Tuesday 4 June 2024, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Members: Cllr Michelle Harbord, Vice Chair of the Parish Council and Chair of the Governance & Staffing Committee, & Cllr Mario Trabucco, Chair of the Parish Council.

Clerk to Parish Council – Miss Marie Singleton

24. **Agenda item 1 - Apologies for absence**

Cllr Sue Foott (personal).

25. **Agenda item 2 - Declarations of Interest**

Nothing to declare.

26. **Agenda item 3 – Public Participation**

None in attendance.

27. **Agenda item 4 - Approval of minutes of previous Governance & Staffing meeting 15 June 2023**

The minutes of the Governance & Staffing Committee meeting dated 15 June 2023 were presented to members where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Trabucco, seconded Cllr Harbord. The minutes were signed by Cllr Harbord.

28. **Agenda item 5 – matters arising from the previous meeting.**

It was noted that the IT policies previously agreed at the meeting 15.06.23, that should be consolidated have been left as standalone documents following advice from NALC.

There were no other matters arising from the meeting 15 June 2023 as all had been RESOLVED.

29. **Agenda item 6 - Personnel**

- It was noted that the Clerks Performance Management review took place 25.03.24 by Cllr Harbord with targets set listed below:-
 - i. To take over administration of the new Street Scene Committee as an additional responsibility - completed.
 - ii. To liaise fully with the ACSC to create an Emergency Resilience Plan for the Parish. The Clerk discussed concerns on the ability of the parish council and ASCS to undertake such an initiative, this template which had been completed by the Clerk as much as possible had appeared on the APC/ACSC Development

Working Party since September 2023, and nothing had been progressed. There were decisions that were required by both parties that needed to agree responsibilities and duties in the event of an emergency with named personnel. It was agreed once again to include on the working party agenda for the 13.06.24.

- iii. To continue ensuring the Parish Council is completely up to date with all matters – completed, there are no outstanding issues or concerns.
 - iv. To look at a Parish Council Action Plan which will provide a more active approach and raise awareness within the community. The Clerk advised that she had completed a Community Engagement report as part of her CiLCA qualification and had sent this to Cllr's Harbord and Jarman for when this had been discussed as a motion at a previous Full Council meeting. It was agreed that this information should be put into an action plan for the parish council to consider.
- It was noted that the new NALC 2023/2024 pay scales have been received November 2023 and have been applied through payroll as previously agreed, also noted at Full Council.
 - The changes to ADC Local Assessment Procedures 2021 which outlines how Code of Conduct complaints are considered by the Monitoring Officer, which has changed from 20 working days to 30 working days was noted. E-mail received from ADC 15.03.24.

30. **Agenda item 7 - Governance**

- The policies schedule was reviewed, and it was noted that all policies were now up to date and available in TEAMS.
- The following policies were reviewed, and minor amendments made as necessary, following the changes made at the meeting, it was therefore proposed by Cllr Trabucco and seconded by Cllr Harbord that all the policies should be adopted:-
 - a. Annual Leave Policy
 - b. Appraisal/Performance Management Policy
 - c. Bereavement/Compassionate Leave Policy
 - d. Broadcasting/Filming Policy
 - e. Dignity at Work Policy
 - f. Guidance for using the Dignity at Work Policy
 - g. Disciplinary Policy
 - h. Grievance Policy
 - i. Lone Working Policy
 - j. Press & Media Policy
 - k. Protocol for Disciplinary & Grievance Hearings
 - l. Recruitment Policy
 - m. Sickness Absence Policy
 - n. Social Media Policy
 - o. Stress Policy
 - p. Training & Development Policy
 - q. Co-option Eligibility Form
 - r. C-option Application Form

31. **Agenda item 8 - Any other business for information:** – Items for inclusion on the next agenda
None.

32. **Agenda item 9 - Exempt Business:** – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business. Nothing to note.

33. **Agenda item 10 - To agree the next meeting of the Governance & Staffing Committee**

The next meeting will be held in June 2025.

The meeting opened 9.15 pm and closed 10.00 pm following a Full Council meeting.

SIGNED

Chair

Date.....

**THESE MINUTES ARE IN DRAFT AND SUBJECT TO AMENDMENT UNTIL APPROVED AT THE
NEXT MEETING OF THE FULL COUNCIL TO BE HELD ON THURSDAY JUNE 2025**