

# SHEDFIELD PARISH COUNCIL

*(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)*

## MINUTES OF THE PERSONNEL & PROCEDURES MEETING HELD 10.30 P.M. WEDNESDAY 5<sup>th</sup> FEBRUARY 2020 AT SHEDFIELD PAVILION

Present:

Parish Councillors: Margaret Jones (Chair)  
Caroline Francis-Goulds  
Stuart Jones  
Arthur Reading (Vice Chair)

Clerk: Not present

Public: 0

1/20 Apologies for absence - none.

2/20 Co-option. Councillor Margaret Jones proposed Councillor Francis-Goulds to join this Committee, seconded by Councillor Stuart Jones. Councillor Francis-Goulds was unanimously voted onto the Committee.

3/20 Declarations of interest – none.

4/20 To approve the Minutes of the Meeting held 30 September 2019. The Minutes of the meeting were accepted as a true record and signed by the Chair as correct.

5/20 Public Participation - none.

6/20 Terms of Reference – no changes.

7/20 Policy/Procedure Documents:

Annual Review:

a. Risk:

i. Risk Management Policy – agreed no changes.

ii. Risk Register (Financial & General) – Councillor Francis-Goulds

raised a point with regards to residual risk. This needs to be looked into further. Contact to be made with the Internal Auditor for further advice. Disaster plans also should be looked into further, for example if the Clerk or RFO leave, computers fail, fire. To be discussed with the new Clerk and at further Committee meetings. **Action: Clerk**

Further suggestions were made re training courses for Staff and Councillors. Attendance should be encouraged.

Data Protection to be reviewed at Full Council, including the introduction of parish council emails for all Councillors after the next election. **Action: Clerk**

b. Health & Safety/COSHH/REACH Policy.

Bi-annual Review: Amendments noted. To be updated for next meeting. Check with first responders if we need a paediatric pad for the defibrillator. **Action: Clerk**

c. Complaints Procedure/Policy. Deferred to 28 September 2020 meeting; Chair and Clerk to draft. **Action: Chair/Clerk**

d. Disciplinary & Grievance Procedures – to look into the latest NALC template (LTN22) and update at the next meeting on 28 September 20. **Action: Clerk**

8/20 Emergency Planning – Update with the minor changes and put on the website. To be reviewed and update annually. Copy to be sent to Winchester City Council, Clerk of Southern Parishes, First Responders, District Councillors and Parish Councillors.

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**Action: Clerk**

9/20 Staffing Matters:

- a. Clerk Vacancy – 3 applicants have been received. Interviews week commencing 10<sup>th</sup> February 20.
- b. Cleaner – The chair to make contact with the Cleaner to discuss absence.
- c. Actual to Budget for Salaries and Pension – figures were noted.

10/20 Date of next meeting – 7.15 p.m. Monday 28 September 2020.

*With no further business to be conducted the Chair closed the meeting 1.00 p.m.*

DRAFT