

MINUTES OF A MEETING OF THE POLICY, PROCEDURES & STRATEGY SUB-COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE TOWN HALL, SOUTH MOLTON ON THURSDAY 20 APRIL 2017 AT 11.00AM

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Present: In the Chair Cllr Mrs C. E. Lock  
Town Mayor Cllr S. W. Lock  
Cllr M. Cornelius Cllr Mrs J. Foster  
Cllr E. J. Moore

In Attendance: Town Clerk Mr A. C. Coates

PPS24/16 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Worden.

PPS25/16 **CHAIRMAN'S ANNOUNCEMENTS**

Nil.

PPS26/16 **DECLARATIONS OF INTEREST**

Nil

PPS27/16 **APPROVAL OF MINUTES**

Policy, Procedures & Strategy Sub-Committee 22 March 2017

It was unanimously RESOLVED that these minutes be approved.

The time being 11.10am Cllr Foster left the meeting.

PPS28/16 **TOWN COUNCIL POLICIES**

Members noted that the following policies require review and it was RESOLVED that they be approved with the following amendments:

- i) Absence Management Policy – Under 1.3 Reporting – a further paragraph to be included to read 'If the Town Clerk is unable to work due to illness/injury he/she must contact the Mayor or the Deputy Mayor or if unable to contact either of them to contact the office'. Under 5 – Frequent Intermittent Absence – in the first paragraph should read 'within any rolling twelve month period'. Unanimous.
- ii) Acceptable Behaviour Protocol. Unanimous
- iii) Anti-Fraud & Corruption Policy – some minor format changes to be made. Unanimous.
- iv) Community Engagement Strategy – Draft. Unanimous
- v) Complaints Procedure – Under 5 Informal Complaints should read 'minor complaints are made to staff and councillors'. Under 6 Stage 1 Procedure to Follow for Handling Formal Complaints – should read 'a complainant may notify a complaint to a councillor or the proper officer of the Council (Town Clerk). The complaint should be in writing'. 3 For 1 Against.
- vi) Equal Opportunities Policy. Unanimous.

Continued ...

The time being 11.57am Cllr Moore left the meeting.

vii) Training Policy – Draft. Unanimous

There being no further business the meeting closed at 12.01pm.

Chairman .....

Date .....

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