

AA7/15 **PLAY EQUIPMENT**

Members noted that Section 106 monies, in the sum of approximately £4800, were available for installing some additional play equipment either in Central Park or the Recreation Ground. The Clerk read out various points for consideration and following discussion it was RESOLVED that a swing unit be installed in the Recreation Ground. Details and costs will be considered at the next meeting of this committee in due course.

There being no further business the meeting closed at 7.10pm.

Chairman

Date

- 4) That the creation of allotments be delayed until such time as the BMX track has been accepted as a viable project.

There being no further business the meeting closed at 8.32pm.

Chairman

Date

Continued ...

this holding. It was unanimously RESOLVED that the Council should check if any repairs are required on the two lnhays and that, if in a decent state of repair, the owl box be positioned in one of the lnhays and the new tenancy be amended as necessary.

AA20/15 **COMMUNITY WOODLANDS – POND**

Members noted a letter from a parishioner regarding the future maintenance of the woodland pond. It was RESOLVED that the Clerk obtains two quotes from professional companies to deal with the parrot weed in the pond and to bring these to the next meeting of this committee for discussion.

AA21/15 **EQUIPMENT IN RECREATION GROUND**

Members noted a complaint received regarding the installation of new play equipment in the Recreation Ground requesting that the equipment is moved. It was unanimously RESOLVED not to move the equipment and that the resident is notified of this detailing the reasons behind this decision.

There being no further business the meeting closed at 7.02pm.

Chairman

Date

Date

MINUTES OF A MEETING OF THE POLICY, PROCEDURES & STRATEGY SUB-COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE BEECH ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON THURSDAY 9 JULY AT 9.00AM

Present: In the Chair Town Mayor Cllr D. J. Goodman
Cllr Mrs J. H. Foster Cllr S. W. Lock
Cllr E. J. Moore Cllr D. J. Worden

In Attendance: Acting Town Clerk Mr A. C. Coates

PPS1/15 ELECTION OF CHAIRMAN

It was RESOLVED that Cllr Mrs C. Lock be elected as Chairman for the ensuing municipal year.

PPS2/15 ELECTION OF VICE CHAIRMAN

It was RESOLVED that Cllr Cornelius be elected as Vice-Chairman for the ensuing municipal year.

PPS3/15 It was RESOLVED that in the absence of the Chairman and Vice Chairman that the Mayor, Cllr D. Goodman, takes the chair.

PPS4/15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Cornelius and C. Lock.

PPS5/15 CHAIRMAN'S ANNOUNCEMENTS

Nil.

PPS6/15 DECLARATIONS OF INTEREST

Nil.

PPS7/15 ADOPTION OF TERMS OF REFERENCE

Members had previously received a suggested Terms of Reference for this Sub-Committee and it was RESOLVED that these be approved and Adopted with the following amendment: that under the heading 'Purpose of the Committee' the wording 'that the documents should be reviewed on an annual basis and that it should comply with all current legislation' be added.

PPS8/15 Members noted three Model Policy Documents for consideration and amendment. It was RESOLVED that amendments are made as follows:

- a) Disciplinary Procedure – that this document be agreed subject to the correct information regarding Authority etc being amended.
- b) Flexible Working Policy – that this document be agreed subject to the correct information regarding Authority etc being amended.

Continued ...

- c) Grievance Policy – that Paragraph 2.4 be removed (Grievances relating to the Town/Parish Clerk)

With these amendments it was RESOLVED that these documents be presented to the full Town Council in due course for adoption.

There being no further business the meeting closed at 9.43am.

Chairman

Date

MINUTES OF THE MEETING OF THE POLICY, PROCEDURES AND STRATEGY SUB-COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE BEECH ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON FRIDAY 25 SEPTEMBER AT 9.00AM

Present: In the Chair: Cllr Mrs C. Lock
Cllr M. Cornelius Cllr D. J. Goodman
Cllr Mrs J. H. Foster Cllr S. W. Lock
Cllr E. J. Moore Cllr D. J. Worden

In Attendance: Mr A. C. Coates – Town Clerk

PPS9/15 **APOLOGIES FOR ABSENCE**
Nil.

PPS10/15 **DECLARATIONS OF INTEREST**
Nil.

PPS11/15 **CHAIRMAN'S ANNOUNCEMENTS**
None.

PPS12/15 **APPROVAL OF MINUTES**
Policy, Procedures & Strategy Sub-Committee 9 July 2015

PPS13/15 **TOWN CLERK'S UPDATE**
The Town Clerk informed members that he had sought advice regarding the decision of minutes just approved. The policies that were adopted at the last meeting actually conflict with the HR policies set out by Peninsula Business Services. Since Peninsula Business Services have an insurance policy for any HR claims made against the Council, the Clerk reported that he was recommending that the Council adopt their policies. Therefore, he suggested that the HR policies which are now in the employee handbook be approved by the staffing committee. The Clerk also stated that he would not be submitting the latest minutes for approval by full Council. Members agreed to this but it was pointed out that the Terms of Reference adopted at the last meeting be revised to reflect that this sub-committee no longer deals with HR policies. The Clerk stated that he would bring back a revised Terms of Reference at the next meeting.

There being no further business the meeting closed at 9.10am.

Chairman.....

Date.....

MINUTES OF THE MEETING OF THE POLICY, PROCEDURES AND STRATEGY SUB-COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON WEDNESDAY 18 NOVEMBER 2015 AT 9.00AM

Present: In the Chair: Cllr Mrs C. Lock
Town Mayor Cllr D. J. Goodman
Cllr Mrs J. H. Foster Cllr S. W. Lock
Cllr E. J. Moore Cllr D. J. Worden

In Attendance: Mr A. C. Coates – Town Clerk

PPS14/15 **APOLOGIES FOR ABSENCE**
Apologies for absence were received from Cllr Cornelius.

PPS15/15 **DECLARATIONS OF INTEREST**
Nil.

PPS16/15 **CHAIRMAN'S ANNOUNCEMENTS**
Nil.

PPS17/15 **APPROVAL OF MINUTES**
Policy, Procedures & Strategy Sub-Committee 25 September 2015
It was RESOLVED that these minutes be approved.

PPS18/15 **TERMS OF REFERENCE**
Members noted a copy of the revised Terms of Reference previously circulated and it was RESOLVED that these be approved.

PPS19/15 **STRATEGIC PLAN**
Members noted a copy of a suggested Strategic Plan for South Molton Town Council and it was RESOLVED that in order to obtain public opinion a questionnaire would be included within the next newsletter asking for comments on how they see the town evolving over the next five years. It was also RESOLVED that the suggestion of forming a small Working Party be taken to the next full Town Council meeting in order that all members would have the opportunity to be part of this Working Party.

PPS20/15 **POLICIES FOR ADOPTION**
Members noted copies of draft policies in respect of the following policies which were considered by members:
Complaints Procedure
Acceptable Behaviour Protocol
Anti-fraud & Corruption Policy
Following discussion it was RESOLVED that all policies be adopted subject to some minor amendments agreed by this committee.

Continued ...

PPS21/15 **PARISH EMERGENCY PLAN**

Members noted that the Clerk was recommending that a small working party be appointed to continue working on the Parish Emergency Plan. It was RESOLVED that initially this working party consists of Cllrs Goodman, S. Lock and Worden and that at a later stage it would be taken to full Council to increase membership of this working party.

There being no further business the meeting closed at 10.01am.

Chairman.....

Date.....