



Minutes of the Meeting of the Personnel, Policy & Governance Committee

This meeting was held in the Chambers at the Town Hall
at 10am on Wednesday 11th January 2023

Present:

Cllrs Helen Ellwood (HE) (Deputy Mayor), James Nicholas (JN) , John Stewart (JCS)
(Town Mayor) ,Amanda Stott (AS), Angela Williams (AW) *arrived at 10.05am .*

Chair – Cllr J Stewart

Officer – Julie Mason

Declarations of Interest:

None were declared.

Members of the Public

None present.

Apologies

Cllr D Kent no reason submitted

PPG 01/23 To note the minutes from Wednesday 27th September 2022 (PPG 12/22 – 19/22)

Cllr J Maitland had asked for an amendment to change the minute reference.

16/22 The Committee recommend the removal of these words and the Clerk to set
up an independent FB *profile*, so it did not interact with the staff's personal *profile*.

RESOLVED the minutes were approved as a true and accurate record subject to
accepting the above amendment.

PPG 02/23 To discuss matters raised from the minutes

PPG 16/22 Communications & Engagement Policy

*It may not be possible for the Council to respond to comments or queries on social
media. To ensure a response, residents should contact the staff using the methods
shown on the website contact us webpage The Committee recommend the removal
of these words and the Clerk to set up an independent FB page, so it did not interact
with the staff's personal page. This would lead to the staff ensuring the FB posts
were responded to accordingly.*

The Clerk reported that the staff did not want to set up a separate FB profile and were happy with the current arrangement. They also did not wish to reply to comments on the FB page.

RESOLVED the Committee agreed with the amendment.

The Committee was also concerned about Cllrs making comments on the FB with public statements from their own point of view and thought it should be from the Town Councils view point only. Even when it was from their own personal page most members of the group realised they were Councillors.

The Clerk was asked to check if the wording on the Community & Engagement Policy.

Bring your Own Device

The Clerk had been asked to enquire about training for Cllrs. One quote had been received from Axon (IT company) £540.00 plus £108.00 = £648.00.

The Committee felt the training should be deferred until after the elections in May as there could be a completely new Council membership.

The Town Manager had access to a 'you tube video' which explained about Cyber security, and it was agreed this would be circulated to all members after the instance last week.

PPG 03/23 To agree the revised policies:

- Subject Access Request Policy
RESOLVED this policy was adopted.
It was noted this was approved by JDH Services Ltd
- Personal Data Complaints Policy
RESOLVED this policy was adopted.
It was noted this was advised by JDH Services Ltd as a new policy.
- Data Retention Policy
RESOLVED this policy was adopted
- Equality and Diversity Policy
RESOLVED this policy was adopted
It was noted this had been approved by Work Nest
- Allotments Policy
RESOLVED this policy was adopted
- CCTV Code of Practice and Policy
The Clerk advised that the CCTV camera outside the Town Hall was covering peoples property and this did not follow the purpose of the CCTV
RESOLVED the camera range would be shortened not to cover private residences.
RESOLVED the Policy was adopted.

PPG 04/23 To note the policies in schedule for review.

The new administration team were revisiting policies and their schedule was shared with the Committee.

PPG 05/23 To note the works for the Civility & Respect Pledge as agreed at Full Council

To note FC adopted the pledge which incorporated some work with Council e.g., training schedule for Councillors and staff.

PPG 06/23 To agree the next stages for the Corporate Plan after comments at Full Council in December 2022

The Committee discussed the aims and objectives for 2023/24. They felt strongly that all Councillors should be inducted in person after the elections in May. It should be a formal induction which also followed by a small induction before each Cllr attended a committee meeting as a member. The budget was reviewed. It was agreed the Cahir and the Clerk would present the agreed headings and circulate to the Committee.

PART B

Under Standing Orders 3d - Exclusion of the Public.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential natures of the business to be transacted or for other special reasons. The public's exclusion from part or all a meeting shall be by a resolution which shall give reasons for the public's exclusion.

It was **Resolved** to move to Part B

It was noted a new Town Warden had been appointed and commenced employment on Monday 9th January 2023.

PPG 07/23 To note the next date of the Personnel, Policy & Governance Committee will be held on 15th March 2023 at 10am in the Town Hall at 10am

Meeting closed at 10.35 am