



## EXTRAORDINARY PARISH MEETING

25 January 2021 8pm.

### MINUTES

**Present:**

**Councillors:** Cllr. Ashton (Chair), Cllr. Westin, Cllr. Murphy, Cllr. Hall

**Clerk and RFO:** Mr S Baxter

**Members of the public:** None

**Meeting commenced at 8.00pm**

### AGENDA ITEMS

**1. Welcome to all Councillors and any members of the public sitting in observation**

The Chair welcomed all, including the Clerk and checked all Councillors were able to see, hear and be heard as the meeting was held via a digital format.

**2. Members of the public participation** – this will be limited to 10 minutes and each member of the public will have a maximum time of three minutes. This is at the discretion of the Chair.

The Chair asked for any comments from any members of the public – none were forthcoming as there was no public present.

**3. Motion to remove members of press and public from participation of the meeting for the following agenda point.**

No motion was required as no members of the public was present.

*For the following agenda points members of the public will be removed from participation from the digital meeting yet can observe. All attendees apart from Councillors and the Clerk will be muted.*

**4. Discussion and agreement on the policies updated or written by the Clerk:**

- **Accessibility Policy**
- **Approving payments at Meetings Policy**
- **Business Continuity Plan**
- **Email and Use of Digital Media Policy**

- **Financial Management and Budgeting Policy**
- **Freedom of Information Policy**
- **GDPR Policy**
- **Gifts and Hospitality Policy**
- **Handling Vexatious Policy**
- **Harassment, Bullying, Abuse, Intimidation and Whistleblowing Policy**
- **Privacy Notice**
- **Procurement Policy**
- **Public Participation at Meetings Policy**
- **Recordings at Parish Council Meetings Policy**
- **Recruitment and Selection of Staff Policy**
- **Retention and Disposal of Documents Policy**
- **Sickness and Absence Policy**
- **Social Media Policy**

The Clerk introduced all the policies and the structure that they provide for ensuring that all the decisions and actions of the Council are based on agreed policies and procedures. The Clerk stated that a lot of the policies are based on NALC recommendations and other larger Council policies. It would also allow both the members of the public and the Councillors to rely on these policies for guidance on actions. The Clerk also reiterated that these policies should be 'live' documents that can be reviewed and amended as required.

*Motion to agree that the Policies as described in the above minutes was full discussed by the Council. The motion was proposed, seconded and agreed unanimously. Motion carried.*

**ACTION: The Clerk will ensure that these policies are published on the Council's website and ensure that they are reviewed in January 2022 next year.**

**Meeting was closed by the Chair at 8.20pm.**