Minutes of Kingsclere Personnel Procedure and Policy Meeting PPP 02/24
Held at 7.30pm on Monday 07th October 2024 in the Village Club

PPP 02/24 – Present:
Cllrs: Conquest; Gaines; Jonas: Peach N
Clerk – Ackrill.
Not Present:
PPP02/24.1 – Election of a Committee Chairman – Cllr N Peach was proposed by Cllr Jonas and seconded by Cllr Gaines. Cllr Peach duly elected and happy to stand.
PPP02/24.02 – To receive and accept Apologies: Cllrs Mussett, Hamilton and RFO Porton – accepted
PPP02/24.3 – Declarations of Interest: None
PPP02/24.4 – Questions from the Public: None
PPP02/24.5 – Health and Safety Matters: None raised
PPP02/24.6 – Standing Orders – Comparison of KPC Version with latest NALC updated version – document only has one large alteration Public Contracts Regulations the specific sum had been taken out and substituted by wording to say the threshold specified by the Office of Government Commerce and that the Council must consider if the figure applies – agreed this will be altered it to reflect the same wording at the Annual Meeting in May for readoption.

Action: Clerk to amend version and submit to AM in May for re adoption

PPP02/24.7 – Discussion on the merits of the introduction of the following policies:

7.1 Lone Worker Policy – all in agreement this would be good to have in place.
Action: Clerk to draft and bring to PPP April
7.2 Appraisal Policy – After discussion yes good to have in place
Action: Clerk to draft and bring to April PPP
7.3 **Community Engagement Policy** – Agreed very good to have
Action: Cllrs Jonas and Gaines will draft and bring to April PPP
7.4 **Memorial Testing Policy** – Good to have in place
Action: Cllr Peach will draft and bring to PPP April

PPP02/24.8 – Review Draft Policies from April PPP

8.1 **Co-option Policy** – reviewed and amendments made
Action: Clerk to alter and bring back to PPP April 25
8.2 **Training and Development Policy** – reviewed and amendments suggested.
Action: Clerk to alter document and bring back to April 25 PPP

PPP02/24.9 – Discussion on merits of changing Rules and regulations to Policies:

9.1 **Cemetery** – after discussion all agreed we should have a policy introducing the space detailing how we manage the cemeteries and our aims the rules would then be condensed down.
Action: Cllr Peach
9.2 **Allotments** – as cemeteries - a policy about how the site is run maintained and KPC vision and then condensed rules which will form part of the tenancy agreement.
Action: Cllr Peach

PPP02/24.10 – Review of Grants Policy to include possible applications for village events – Following on from OM the grants policy was amended by Cllr Peach to include provision for potential Event grant applications for large scale village events.
Action: Clerk to revise policy and bring back to an OM for approval.

PPP02//24.11 – Current Policy Reviews –

11.1 Complaints Policy – reviewed no changes to recommend
11.2 Data Protection Policy – reviewed no changes to recommend
11.3 **Data Retention Policy -** reviewed no changes to recommend
11.4 Delegation to Proper Officers - reviewed no changes to recommend
11.5 Employee Disciplinary Policy – reviewed no changes to recommend
11.6 Equality Diversity and Inclusion Policy - reviewed no changes to recommend

PPP02/24.12 – Staff Matters

12.1 **Plans for Proper Officers annual appraisals / Pay Reviews** – Cllr Jonas will speak to Chairman to set dates in November for appraisals staff can chose up to 2 Cllrs to include in the review. Cllr Jonas will also meet with the clerk to draw the Appraisals Policy and discuss how pay reviews can be completed.

12.2 Litter Warden review – Clerk went through the review outcomes and informed the Councillors of the outcome regarding issues and equipment required. Clerk to type up conversation with Litter Warden

Action: Clerk

PPP02/24.13 Matters for Future Consideration - none

PPP02/24.14– Date of Next Meeting:

Monday 7th April 2024 7:30pm in the Village Club.

Meeting closed 21.26

Signed:……..……..…..Chairman Date:……..……..…

Signed:……..…….Clerk Date:……..……

Distribution: Cllrs: D Conquest; S Gaines; M Hamilton; H Jonas: C Mussett; N Peach and R Peach; Website:.

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