

Teversham Parish Council  
Policy Review and Staffing Committee Minutes from the meeting held on 17<sup>th</sup> June 2019

**Present:** Cllrs Amrani, Bramley, Kelleway, Oxford and the clerk.

1	<b>To Elect A Chairman for the year.</b> Cllr Amrani was unanimously elected Chairman for the year.
2	<b>To receive apologies. Apologies were received and accepted from Cllr Martin for personal reasons.</b>  <b>Minutes of the last meeting. The Minutes of the meeting held on 25<sup>th</sup> February 2019 were agreed to be a true record of the meeting and signed</b>
3	<b>A comprehensive list of possible policies sent from SLCC was reviewed to identify any which were missing and needed adding.</b> It was resolved that the following policies are required. IT/ Email policy Lone Worker Bullying and Harassment at work Disabled Access it was resolved that this will be added to the Equal Opportunities Policy. Cllr Bramley will forward the Lone Worker Policy she worked previously worked on. The Clerk will circulate draft policies.
4	<b>The following policies were also reviewed and amended:</b> Standing Orders - there were no updates Financial Regulations - there were no updates Terms of Reference- reference to the planning committee was removed as the committee doesn't exist as planning is considered in the full parish council meeting. Complaints Procedure – there were no updates. Health and Safety and Risk Management – the reference to the VAT form 126 was removed as these forms are not used anymore. PAT testing will be added to the risk assessment and Cllr Oxford will forward some information he has regarding PAT testing. Procurement – it was noted that contracts over £25,000 must be listed on the Contracts Finder Website GDPR Policy – a clause was added that Councillors will have a dedicated email address for council business.
5	Emergency Plan – this was deferred to the next meeting.  There is no further meeting currently planned for 2019. The meeting dates for 2020 will be planned in October.

The meeting closed at 8.10pm