

Highworth



Town Council

Council Offices
3 Gilberts Lane
Highworth
Wiltshire
SN6 7FB

Tel. 01793 762377 or 01793 763511
Email admin@highworthtowncouncil.gov.uk

Town Clerk Mr D C Lane

PLEASE VISIT OUR WEB-SITE AT:
www.highworthtowncouncil.gov.uk

12.

POLICY WORKING PARTY MEETING 29 SEPTEMBER 2020

In attendance: Councillor K Smith (Chairman)
Councillor K Saunders
Councillor (Mrs) K Barber

Zoom Host/
Assistant Town Clerk: Deanne Rose

1. ELECTION OF CHAIRMAN

Proposed by Councillor K Saunders that Councillor K Smith be elected as Chairman of the Policies Committee, Councillor (Mrs) K Barber seconded, all agreed.

2. APOLOGIES

None.

3. ELECTION OF A VICE CHAIRMAN

Proposed by Councillor K Saunders that Councillor (Mrs) K Barber be elected as Vice Chairman of the Policies Committee, Councillor K Smith seconded, all agreed.

4. TO RE-ADOPT THE TERMS OF REFERENCE

The Committee shall meet at least annually and is responsible for reviewing Policies and supporting the Town Clerk to ensure Policies are kept up to date and relevant to the Council.

Meetings will be called whenever necessary to review or re-write Policies to reflect the changes in the law.

5. MINUTES OF PREVIOUS MEETING

The Minutes from the Meeting held on 7 July 2020 were accepted as a true record.

6. NALC MODEL FINANCIAL ORDERS

The NALC Model Financial Orders amendments are to be completed and circulated to the Committee. Once agreed a recommendation can be made in April 2021 for the Council to formally adopt them.

A document with the amendments will be shown on track changes for ease of reference and updating as and when legislation changes are made.

7. TRAINING AND DEVELOPMENT POLICY

A draft document has been issued by HR Support Company Monahan's and circulated to Committee Members. Councillors unanimously agreed to recommend the document is adopted at the next Council Meeting.

8. USE OF PODIUM AND MARKET SQUARE

The Assistant Town Clerk is to draft a document which encompasses the content discussed at this Meeting. This is to be an Agenda item at the next Meeting.

9. DRAFT TREE POLICY

Councillor K Smith is to circulate amendments to the Assistant Town Clerk and a second draft will be issued. This is to be an Agenda item at the next Meeting.

10. POLICY SCHEDULE

The Assistant Town Clerk has prepared a schedule which places current Policies and NALC publications, including Policy templates and guidance issued by NALC, into the areas of the Council, including policy templates and guidance issued by NALC. The Committee will recommend to Full Council all National Association of Local Councils (NALC) template policies are adapted and adopted by Highworth Town Council.

Most of the NALC templates relate to employment. Councillors requested that the first item to be addressed is the revised staff handbook. This is to be an Agenda item at the next Meeting and a first draft is to be issued prior to the Meeting.

The appraisal documents are to be reviewed and it is recommended that the formal staff appraisals resume as soon as possible, whether this be face to face or via zoom.

11. ANY OTHER BUSINESS

The Assistant Town Clerk is to email the NALC log in details to the Policy Committee.

12. DATE FOR THE NEXT MEETING

To be confirmed.

Meeting Closed 11.20am

Action Points

- DR to amend NALC Financial Regulations and circulate.
- Recommendation of adopting the draft Training and Development Policy at the next Council Meeting.
- A first draft use of the Podium and Market Square usage is to be written and circulated to the Committee.
- K Smith to circulate his amendments to the Tree Policy and a second draft is to be issued to the Committee.
- A first draft of the staff handbook is to be circulated to the Committee.
- The NALC log in details are to be circulated to Committee Members.