



COLWICH PARISH COUNCIL

MINUTES OF THE POLICY COMMITTEE MEETING HELD ON THURSDAY 18TH APRIL 2024 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:34PM.

PRESENT (For all or part of the meeting): Cllr Harwick (Chairman); Cllr Plant (Vice Chairman); Cllr Dunn and Cllr Upton-Loach.

IN ATTENDANCE: Revd Mr M Lennon (Chief Officer).

PUBLIC PARTICIPATION. No members of the public were in attendance.

MINUTES

1/24Po There were no APOLOGIES.

2/24Po There were no **DECLARATIONS OF INTEREST.**

3/24Po There were no **WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011.**

4/24Po **THE MINUTES OF THE POLICY COMMITTEE MEETING HELD ON 19TH OCTOBER 2023.**

RESOLVED to agree and sign the minutes as a true and accurate record.

PROPOSED Cllr Dunn **SECONDED** Cllr Plant.
On being put to the vote, the Resolution carried unanimously.

5/24Po **THE GIFTS, HOSPITALITY AND ANTI-BRIBERY RECORD FOR 2023/24.**

The record was noted.

6/24Po **PROGRAMME FOR REVISING THE VARIOUS POLICIES.**

RESOLVED to recommend to Full Council that policies PD108 (Gifts & Hospitality); PD112 (Protocol); PD113 (whistleblower) and PD122 (Dignity & Respect) be moved to the PD000 series.

RESOLVED to recommend to Full Council that responsibility for updating certain policies be handed to the relevant Committee as below:

PD003 Financial Regulations	Finance Committee
PD004 Business Statement	Finance Committee
PD005 Investment Policy	Finance Committee
PD008 Publication Scheme	Communications Committee

PD009 Media Policy	Communications Committee
PD016 CCTV	Leisure Committee
PD019 Green Infrastructure	Environment Committee

RESOLVED to recommend to Full Council that the PD000 series policies be renumbered to include the moved policies.

RESOLVED to recommend to Full Council that the Administration Handbook policies be revised as below:

APRIL

Standing Orders; Small Grants; Training; HCID; Risk Management.

JUNE

Policy Manual; Committees; Safeguarding; GDPR.

OCTOBER

Code of Conduct; Complaints; Electronic Communications; Aims & Values.

JANUARY

Gifts & Hospitality; Protocol; Whistleblower; Dignity & Respect.

RESOLVED that the Policy Committee meetings be moved to a Monday.

RESOLVED to recommend to Full Council that the other Administration Policies should be considered for revision as below:

Finance	May
Communications	Spring
Leisure	Spring
Environment	Spring

PROPOSED Cllr Hardwick **SECONDED** Cllr Dunn.

On being put to the vote, the Resolution carried unanimously.

7/23Po **DATE OF NEXT MEETING** to be confirmed.

Meeting closed at 8:12pm.