

**Minutes of the Trimley St Martin Parish Council Meeting held on 18<sup>th</sup> August 2015 at 7.30pm in The Memorial Hall, Trimley St Martin**

**Present:** Councillors: Barker, Garrett, Good, Owen, Pither, Rodwell and Sills

**Public:** District Councillor Harding and two members of the public

**Public Session**

District Councillor Harding advised that £3,000 of his community allowance was to be spent in Trimley, towards the cost of erecting a high fence around the Bowls Club to prevent footballs landing on the green, and a further £500 towards Trimley St Mary Station. There were no questions from the public.

**1. To Receive Apologies for Absence**

Apologies for absence had been received from Councillors Cowan and Eve, and County Councillors Goodwin and Kerry.

**2. To Receive Declarations of Interests**

No Councillors declared pecuniary interests in matters on the agenda.

**3. To Receive and Determine Requests for Dispensations**

No Councillors applied for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest.

**4. To Approve the Minutes of the Meeting Held 21<sup>st</sup> July 2015**

The minutes of the meeting held 21<sup>st</sup> July 2015 were agreed and signed as a true record.

**5. To Review Standing Orders**

The Council reviewed and agreed to adopt the Standing Orders as distributed with the agenda.

**6. To Review Financial Regulations**

7. The Council reviewed and agreed to adopt the Financial Regulation as distributed with the agenda.

**8. To Agree to Adopt the Following Model Policies Produced by the Suffolk Association of Local Councils:-**

- a) Anti-Harrassment & Bullying Policy
- b) Capability Policy
- c) Data Protection Policy
- d) Dignity at Work Policy
- e) Disciplinary Policy
- f) Electronic Communications Policy
- g) Equal Opportunities Policy
- h) Grievance Procedure
- i) Sickness Absence Policy
- j) Stress Policy

The Council agreed to adopt the policies as circulated.

**9. To Agree to Form a Personnel Committee and an Appeals Committee**

The Council agreed to form a Personnel Committee comprising the Vice-Chairman and Councillors Garrett, Good and Pither, with the following terms of reference:-

- a) To act as first stage committee in respect of capability, discipline, grievance and sickness policies, with delegated authority to determine those matters
- b) To recommend the annual staffing budget
- c) To oversee and make recommendations in respect of employee terms and conditions and health and safety.

The Council also agreed to form an Appeals Committee comprising the Chairman and Councillors Eve, Owen and Rodwell with the following terms of reference:-

- a) To act as second stage committee in respect of capability, discipline, grievance and sickness policies, with delegated authority to determine those matters.

**10. Adopt a Complaints Procedure**

The Council considered and agreed to adopt the complaints procedure as distributed with the agenda.

**11. To Adopt a Procedure for the Public Session**

The Council considered and agreed to adopt a procedure for the public session as distributed with the agenda.

**12. To Adopt the Model Publication Scheme**

The Council agreed to adopt the Model Publication Scheme as distributed with the agenda.

**13. To Adopt a Press Policy**

The Council considered and agreed to adopt a Press Policy as distributed with the agenda.

**14. To Consider a Request for a Donation to Home Start**

The Council considered a request for a donation to Home Start and the Clerk was asked to inform Home Start that grants were considered annually in April and to apply again in 2016.

**15. To Agree the Process for Recruiting the New Parish Clerk**

The Council considered and agreed to delegate the final preparation of these and the advertisement to the Clerk. The Council agreed that the interview panel would comprise Councillors Barker and Sills, together with the Clerk.

**16. To Note the Report into the Relationship Between the Parish Council and the Memorial Hall and Take Appropriate Action**

The Council note the report into the relationship between the Parish Council and the Memorial Hall and agreed the Clerk take appropriate action to resolve the matters requiring attention.

### 17. Approve the Following Payments

The Council approved the following payments:-

<b>Cheque No.</b>	<b>Payable to</b>	<b>In Respect of</b>	<b>Amount £</b>
100265	SALC	Photocopying	£68.40
100266	G N Mussett	Information Commissioner Registration	£35.00
100267	G N Mussett	Petty Cash (Print cartridges/Paper)	£63.50
100268	G N Mussett	July Salary	£416.13
100269	HM Revenue & Customs	July NI/Tax	£104.00
100270	JAS	Grasscutting – roundabout	£275.00

### 18. To Receive a Financial Report

The Council received a financial report and noted the current financial situation.

### 19. To Consider a Request to Place a (Funded) Advertisement on the Roundabout

The Council consider a request to place a (funded) advertisement on the roundabout. and agreed that advertising on the roundabout would not be permitted.

### 20. To Consider a Request to Grant Aid the Memorial Hall Committee for the Costs Incurred Cutting the Hedge

The Council considered a request to grant aid the Memorial Hall Committee £75.00 towards the costs incurred cutting the hedge surrounding the Memorial Hall.

### 21. Closure

The meeting was closed at 8.50 p.m.