

**MINUTES OF A MEETING OF THE POLICY AND MANAGEMENT COMMITTEE OF BRENCHLEY AND  
MATFIELD PARISH COUNCIL ON MONDAY 8<sup>th</sup> NOVEMBER 2021 at MATFIELD PAVILION**

**Present**

Cllrs L. Butler (Chair) presided, A. Wells, J. Buttery, C. Churchill, C. Brooks (Clerk).

**1. To accept apologies for absence**

None.

**2. Review of minutes of last meeting**

The Committee noted previous actions and that there had been a delay in convening a meeting so that the new Councillors could settle into their roles.

**3. Declarations of Interest**

None.

**4. Terms of Reference for this Committee – to update**

Small amendments were made to the ToRs.

**RESOLVED to recommend that the Terms of Reference for the Policy and Management Committee be approved by the Council.**

**5. Risk Assessment for Land and Events**

The Committee discussed the structure of the Risk Assessment spreadsheet, which had been compiled by an external provider, the Viewpoint Indicator and Brencchley War Memorial would be added as separate columns.

It was noted that whilst the risk register would serve to draw attention to risks that none could be fully prevented and consideration of risks would demonstrate both to the resident and to the Council's insurers that mitigation of these areas had been properly considered.

It was agreed that numbering *Likelihood* and *Impact* to 1, 2 and 3 values, producing a total figure for the severity of the risk, would be beneficial. The Clerk would amend the spreadsheet to provide this formula in columns and also block out the sections that did not apply to individual areas.

Cllr Buttery commented that there were areas where the effect of a risk could be high but the number of people likely to be affected may be low and, conversely, that some risks may affect many people but were unlikely to cause significant financial or reputational damage to the Council. The Clerk reminded Cllrs that the Council's liability was fully covered in its insurance policy and that signage (such as around the pond) did not remove liability but that the Internal Auditor had recommended that Risk be formally considered.

It was agreed that Cllr Buttery and Cllr Wells would populate the risk spreadsheet with additional risks and suggested values for the outcome of each area so that this could be considered by the Council.

**6. New policies**

**6.1 Disciplinary Policy**

This Policy would be re-drafted by Cllr Butler and presented to the PC at the January meeting.

**6.2 Publication Scheme**

The Clerk had obtained a model template for this policy, which is a core policy the Council should adopt, and the Committee discussed how it related to the Document Retention Policy.

**RESOLVED to recommend that the Publication Scheme be adopted by the Council.**

**6.3 Policy for Memorials Plaques, Benches and Trees**

The Committee made several amendments to the draft text.

**RESOLVED to recommend that the Policy for Memorials Plaques, Benches and Trees be adopted by the Council.**

#### 6.4 Environment and Sustainability Policy

The text of the draft was amended slightly. It was noted that the RFO would be asked to contribute to an audit undertaken of Council activities related to the ethical credentials of goods and services purchased by the Council. The Clerk commented that the requirements of financial prudence in the Council's Financial Regulations may require cross-referencing with any policy dictating how the Council purchases goods and services.

**RESOLVED to recommend that the Environment, Sustainability and Climate Emergency Policy be adopted by the Council.**

### 7. Policies for review

Given the delay in review of policies due to the new Council, review dates would be suitably amended. Core Policies are reviewed annually in May.

#### 7.1 Code of Conduct

Cllr Butler briefly outlined some changes to the Code that had been recommended by the Monitoring Officer, a Gifts and Hospitality policy had also been suggested as an addition.

**RESOLVED to recommend that the Code of Conduct as amended be adopted by the Council.  
RESOLVED to recommend that the Gifts and Hospitality Policy be adopted by the Council.**

#### 7.2 Procedure for Co-Option

Small amendments were suggested to ensure that Candidates made presentations separately rather than in front of the other candidates.

**RESOLVED to recommend that the Procedure for Co-Option as amended be adopted by the Council**

#### 7.3 Website Privacy Notice

Cllr Buttery would provide a revised draft for the January meeting of the Council.

#### 7.4 Data Protection and document retention policy

No changes were required.

**RESOLVED to recommend that the Data Protection and Document Retention Policy be re-adopted un-amended by the Council**

#### 7.5 Email Disclaimer

The Committee discussed the text on email signatures and agreed that Councillors should be using the PC provided email address, and that the disclaimer should be added.

**RESOLVED to recommend that the Council approve the text of the email disclaimer for use on Councillor emails.**

#### 7.6 Section 106 Funding Policy

It was agreed that this Policy would remain in place and be reviewed in May 2022 when references to the NPSG could be removed.

#### 7.7 Grants Policy

**RESOLVED to recommend that the Grants Policy be re-adopted un-amended by the Council**

#### 7.8 Complaints Procedure

Amendments were made to contact details.

**RESOLVED to recommend that the Complaints Procedure be adopted as amended by the Council**

#### 7.9 Policy for Pre-Application meetings with Developers

Small amendments were made and this policy would be reviewed next May when references to the NPSG could be removed.

**RESOLVED to recommend that the Policy for Pre-Application meetings with Developers be adopted as amended by the Council**

- 8. Date of next Meeting**  
Spring 2022