

**MINUTES OF A MEETING OF THE POLICY AND MANAGEMENT COMMITTEE OF BRENCHLEY
AND MATFIELD PARISH COUNCIL ON TUESDAY 26th FEBRUARY 2019 IN MATFIELD
PAVILION AT 10.30am**

Present

Cllrs. C. Woodley (Chairman) presided, R. Wickham (Vice-Chairman), Mrs. L. Butler, T de Guingand, K. Sparkhalls, Ms. C. Brooks (Clerk).

1. To accept apologies for absence

G. Stevenson.

2. To record declarations of interest on any item on the Agenda

None.

3. School Position Statement - to consider a revision

The Committee discussed the Statement, issued in July 2018, and agreed that Cllr Sparkhall would circulate a revised version to Councillors for adoption by the full Council in due course.

4. Shaping the Future – to consider a revision

The Committee discussed the Strategic Statement, issued in May 2017, and agreed that Cllr Mrs. Butler would circulate a revised version to Councillors for adoption by the full Council in due course.

5. Policy Schedule – to consider draft policies:

5.1 Draft Complaints Procedure

Cllr. Stevenson had drafted this policy and no amendments were suggested.

RESOLVED to recommend to the Parish Council that the Complaints Procedure is adopted.

5.2 Draft Grants Policy

Cllr de Guingand had drafted this policy and it was agreed that the Clerk would add an application form to the draft.

RESOLVED to recommend to the Parish Council that the Grants Policy is adopted.

5.3 Draft Data Protection and Document Retention Policy

The Clerk, in conjunction with the Data Protection Officer, had drafted this policy, the Committee included a phrase concerning retention timeframes for accounting purposes.

RESOLVED to recommend to the Parish Council that the Data Protection and Document Retention Policy is adopted.

5.4 Draft Section 106 Funding Policy

Cllr. Sparkhall had drafted this policy and there were no amendments.

RESOLVED to recommend to the Parish Council that the Section 106 Funding Policy is adopted.

5.5 Draft Health and Safety Policy

Cllr. Mrs. Butler had drafted this policy and the Committee agreed that the Health and Safety Policy would be driven by Risk Assessments. Cllr. Mrs. Butler would incorporate comments made in a re-drafted document.

RESOLVED to recommend to the Parish Council that the Health and Safety Policy is adopted as amended.

HR Policy

Cllr. Mrs. Butler agreed to provide a draft policy for the next meeting of the Policy and Management Committee.

6. Council Priorities and Clerk's Workload

Matfield Pavilion and Matfield Green

Cllr. Woodley advised that as part of the Clerk's appraisal it had been identified that the management of the Pavilion would require a significant project to put on a long-term footing. The Clerk had written a report on the requirements.

In addition, the long-term management of the Green should be added to this, to include concurrent issues such as the repair and replacement of the posts, the pond cleanup (previously arranged by volunteers and latterly by the Clerk) and tree management.

It was agreed that Cllr. de Guingand and Cllr. Stevenson would work together on this.

Asset Register

The Clerk advised that Cllr. Stevenson was continuing work on this and that he had advised that as properties were registered with the Land Registry it was not necessary for Buss Murton to keep any deeds. It was agreed that these had historical value however and they should be retained either by the PC or given to the Parish Archive.

The Clerk will obtain these from Buss Murton.

In relation to protecting the rights of residents over unregistered land it was agreed that Cllr. Stevenson would progress the relevant process with the Land Registry.

7. Date of next Meeting – early June 2019