

**MINUTES OF A MEETING OF THE POLICY AND MANAGEMENT COMMITTEE OF BRENCHLEY
AND MATFIELD PARISH COUNCIL ON TUESDAY 23rd OCTOBER 2018 IN MATFIELD
PAVILION AT 10.30am**

Present

Cllr. R. Wickham (Vice-Chairman) presided, Mrs. L. Butler, T de Guingand, G. Stevenson, Ms. C. Brooks (Clerk).

1. To accept apologies for absence

Councillor Woodley was unable to attend the meeting due to illness. Cllr Sparkhall was unable to attend.

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

Members are reminded that if any have a *prejudicial* interest in an agenda item, this should be declared at the start of the meeting.

***Personal* interests could be declared at this point or, alternatively, could be declared at the time a specific item is being discussed if that member wishes to speak on the item in which s/he has a personal interest. In case of doubt about such an interest Councillors have been advised to contact the Monitoring Officer before the meeting.**

None.

3. Policy Schedule

The list of required policies was discussed and all policies were allocated an author. Templates would be provided by the Clerk from which Councillors would create draft policies for review at the next P&M meeting in the Spring.

RESOLVED to recommend to the Parish Council that Councillors with responsibility for each policy complete their draft by 1st February 2019.

4. Risk Assessment Schedule

The Clerk had compiled a list of risk assessments that the Council should be working towards, others would be added where specific risks were identified. Particular attention was drawn to the RA for Christmas trees and lights. The author of the RA will in all cases be a Councillor. The extent of the assessment detail was discussed and it was agreed that it need not be lengthy but must be specific to each area, not just generic.

Councillors requested that given the importance of this issue and expertise required, a consultant be located to provide guidance and training.

RESOLVED to recommend to the Parish Council that training on Risk Assessments be sought and that this be mandatory for Councillors.

5. Council Priorities and Clerk's Workload

The list of Councillor responsibilities already having been agreed by the Council, the P&M Committee agreed that the relevant Councillor would actively oversee these priorities and assist the Clerk in the work required.

RESOLVED to recommend to the Parish Council that Council Priorities be included on the Agenda of each Full Council Meeting and the Councillor responsible provide a verbal update.

6. Date of next Meeting

Spring 2019 or as required.