

Minutes of a meeting of the POLICY & RESOURCES COMMITTEE held in the Council Chamber, Town Hall, following a meeting of the Planning & Highways Committee on Monday 13 February 2023.

**PRESENT:**

Cllr. J. Morris (Chair), M. Best, N. Draycott, D. Livesley, J. Nathan and D. Wakeman.

In attendance: Locum Clerk L. Gowers.

**OPEN FORUM**

No members of the public were in attendance.

**28 TO NOTE APOLOGIES FOR ABSENCE**

22/23

Apologies were received and accepted from Cllr. S. Ashton (council commitments), T. Bond (personal), K. Head (personal), P. Maxwell, (personal), A. Stuart (work commitments), and A Samuel (personal).

**29 DECLARATIONS OF INTEREST**

22/23

None.

**30 TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING**

22/23

It was **AGREED** that the Minutes of the meeting of the Policy & Resources Committee held on Monday 9<sup>th</sup> January 2023 be **APPROVED**.

**31 CLERK'S PROGRESS REPORT**

22/23

None.

**32 REVIEW OF EXISTING POLICIES**

22/23

The following policies were reviewed and changes contained therein **AGREED**:

- a. Model Publication Scheme
- b. Records Management Policy
- c. Terms of Reference of the Staffing Sub-Committee
- d. The updated policy review schedule and identification of policies for review were deferred to the next Policy and Resource meeting.

**33 NEW POLICIES:**

22/23

- a. Cllr. Wakeman advised that the Open Spaces Management Policy was still in progress.

It was **AGREED** to adopt the following:

- b. Tree policy
- c. Dignity at Work policy
- d. Council Agenda reporting sheet
- e. Abusive, Unreasonable and Vexatious Complaints policy

34     **MATTERS OF REPORT**

22/23

None.

35     **DATE OF THE NEXT MEETING**

22/23

Monday 12 June 2023, following the Planning & Highways Committee meeting in the Council Chamber, Town Hall.

The meeting closed at 7.43pm

**Signed:** .....

**Dated:** .....

Pr13Feb2023