

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Policy & Resources Committee** to be held on **Monday 12 February 2024**, following the Planning & Highways Committee meeting, and not commencing before 19.00 in the Council Chamber, Town Hall, Market Square, Crewkerne.

**Note:**

- **Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting through the following link:**  
<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

K. Sheehan, Town Clerk (signed on original)  
6 February 2024

## Agenda

**Open Forum:** Questions may be put to the Committee in person during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Wednesday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda.

1. **To note apologies for absence.**
2. **Declarations of interest** in items on the agenda.
3. **To confirm the minutes of the Policy and Resources Committee meeting** held on 15 January 2024.
4. **To review the following grant applications:**
  - a. Crewkerne Farmers Market
  - b. Somerset Family Counselling Trust
5. **Review of Existing Policies (proposed changes in red):**
  - a. Terms of Reference (Policy and Resources Committee).
  - b. Allotments Policy.
  - c. Disciplinary Policy and Procedures.
  - d. Grievance Policy and Procedures.
  - e. Capability Policy and Procedures.
  - f. Health and Safety Policy.
  - g. To note updated policy review schedule.
6. **New policies:**
  - a. To adopt a Sickness Absence Policy.
  - b. To adopt a Whistleblowing Policy.
  - c. To adopt a Time Off In Lieu (TOIL) Policy.
7. **To receive Matters of Report** (for information only).
8. **Next meeting:** To be confirmed.