

**Minutes of the Meeting of Milton Parish Council held on
Monday 4 July 2022 at 7:45pm in the Bowls Pavilion**

Present: H Smith (Chair) (HMS), J E Coston (JEC), D Wildman (DW), R Farrington (RF), P Ellwood (PE), D Owen (DO), A Bradnam (AB), A Latchem (AL)

In Attendance: S Corder (Clerk)

1 Apologies for absence

A Markham (personal)

2 Policies

To **REVIEW** the following policies:

Disability Discrimination, Disability Access, Complaints Procedure – Staff and Councillors, Freedom of Information Publication Scheme, MPC Aims, Statement of Intent as to Community Engagement, Unauthorised Use/Encampment Action Plan, Grant Awarding, Use of Photographs, Management of Records, Code of Practice for CCTV, Social Media, Whistleblowing, Data Protection, Cemetery Advisory Terms of Reference

DW and Clerk to review font and page layout of the Policies and Risk Assessments for website accessibility. Clerk to add date and version number to all policies.

DW – amendment to the Freedom of Information: Remove repeated wording and remove extra table row.

Charge 20p per photocopy and add a statutory fee. Amendment to the MPC Aims: Change grant funding to “providing financial support to” the Community Centre. HMS: Update contact details on the Unauthorised Use/Encampment Action Plan and add “with accompanying flowchart” to the Public notice of Unauthorised Use/Encampment Action Plan for web page

Social Media Policy was agreed but will need reviewing again

Committee Policies reviewed:

To **ACCEPT** the following policies:

Planning - Terms of Reference

Maintenance – Terms of Reference, Tree Assessment, Risk Assessments: Litter Picking for Volunteers, Face to Face meetings, Village Cleaner, Allotments, Bus Shelters, Cemeteries, Use of Contractors, Fire, Litter Picking for Staff, Open Spaces & Parks, Play Areas, Tree Maintenance, Erecting Christmas Decorations, Lone Working, Office

Staffing – Anti-Harassment and Bullying, Disciplinary, Grievance, Equality and Diversity, Health & Safety, Employees’ Code of Conduct, Internet and Email Use, Recruitment, Training Statement of Intent, Terms of Reference, Lone Working

Finance – Terms of Reference, Investment, Risk Management,

Community Care – Aims of the Scheme, DBS, How to Make a Complaint, Compliment or Donation, Safeguarding Adults, Terms of Reference, Risk Assessment: Community Care Warden

DW: Change the Risk Assessment Face to Face meetings to Indoor Face to Face meetings (during a pandemic)”

HMS: Updated grammar/spelling errors in the Risk Management

**HMS Proposed to accept the Policies and Risk Assessments with the amendments – 7 In Favour – 1 Abstain
AGREED**

3 Dates of next meetings

Wednesday 8 Jul 2022 – Community Care 11:30am

Monday 18 July 2022 – Parish Council

Monday 25 July 2022 – Planning 7pm – Finance and Administration 7:45pm

Meeting closed at 9pm Signed: Date: