



**Dear Councillors Buxton, Callingham, Cox, Elson, Hall, Moore and Sellars**

You are summoned to attend the next meeting of the **Personnel and Policy Committee** to be held on **Monday 24 June 2024, commencing at 4pm**. This meeting will be held in the small hall of Balderton Village Centre.

*Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings.*

**Marion Fox Goddard, Balderton Parish Clerk, Tuesday 18<sup>th</sup> June 2024**

### **AGENDA**

32. To receive apologies for absence
33. To receive declarations of interest
34. To elect a Chair and Vice Chair for this committee
35. To approve the meeting for the last personnel committee meeting held on May 20<sup>th</sup>, 2024.
36. To consider guidelines for public participation in parish council meetings
37. To receive an update on the new model Financial Regulations
38. To resolve to close the meeting for discussion of exempt items 39 - 46 (Personnel related items)
39. To consider how to proceed with the draft contracts provided by Worknest
40. To consider the draft handbook suggested by Worknest and how to take forward
41. To receive an update on complaints, clarify how complaints should be dealt with and discuss how to proceed.
42. To receive an update from the Clerk regarding issue raised by a members of staff (item 25, last meeting)
43. To receive an update on staff sickness, a temporary locum/assistance and to consider what to recommend to full council.
44. To consider the draft Health and Safety policy updates and implications for staff.
45. To discuss arrangements for a staff meeting
46. To consider staff overtime

# Balderton Parish Council Personnel and Policy Committee

Minutes of meeting held on Monday 20<sup>th</sup> May 2024 at 7.30pm

## Attendees:

**Balderton Parish Councillors:** Jane Buxton, Mandie Elson (Chair), Roy Fairbairn, Jean Hall, and Joy Sellars. Cllr Callingham observed the meeting until item 24.

**Staff:** Marion Fox Goddard (Parish Clerk), Member of staff (items 23 -25, left part way through 25)

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**18. Apologies for absence** – Cllr Cox.

**19. Declarations of interest** – Cllr Hall – District Councillor.

**20. Approval of the Personnel Committee minutes for March 18<sup>th</sup>, 2024**

Cllr Moore's name had been missed off the attendees. Her name was added and other than this, the minutes were unanimously approved as an accurate record and Councillor Elson duly signed them.

**21. Consideration of the draft Tree Policy**

It was unanimously agreed to recommend adopting this policy to Full Council with the expansion of point 15 to detail the efforts being made to shred and reuse the arisings from tree work in an environmentally friendly way – chipping, shredding, reuse for wildlife habitat.

**22. Consideration of the draft Financial Regulations**

The new regulations (which had been published at the beginning of May) with suggested amendments to reflect Balderton Parish Council's financial management were considered by the committee. The Clerk explained that there a couple of queries that have been raised by councils with the National Association of Local Council's that we are still awaiting feedback on and that we are in the process of moving to dual signatories on the council's main current account. Once this has been tested the updated regulations can go to Full Council. The committee unanimously agreed to recommend the new regulations to Full Council subject to clarification of the two items the Clerk had detailed.

**23. Update on Health and Safety Management**

The Clerk gave a verbal update on Health and Safety management. Work is underway with the council's health and safety advisor to update the Health and Safety Policy and consolidate the risk assessments to ensure that they are meeting Health and Safety requirements and our working practices.

**24. Resolution to close the meeting to the public**

The meeting was closed due to consideration of staffing matters.

**25. Consideration of an issue raised by a member of staff**

The issue was discussed, and a plan of action was unanimously agreed.

**26. Consideration of Worknest draft contracts** – item deferred to a future meeting.

**27. Consideration of Worknest staff handbook** – item deferred to a future meeting.

**28. Staff sickness**

A summary of sickness data was provided to members and the Clerk was asked to seek advice on one issue.

**29. Payroll review** - item deferred to a future meeting.

**30. Scope of work for a locum**

The Clerk updated the committee on what work we could seek assistance with. The Clerk will consult with NALC/SLCC to see if any local locums could help with planning committee meetings and if any other local council staff could provide temporary assistance.

**31. Consideration of securing of Heron Way Carpark**

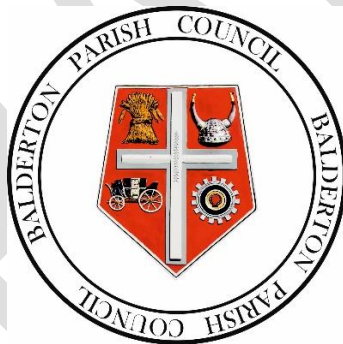
The committee agreed to consider arrangements at later date.

Meeting closed at 9.45pm

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## **Notes regarding why this has been put forward for the council to agree**

1. Arnold Baker on Local Council Administration<sup>1</sup> – ‘many local councils set aside a set period before or after the formal meeting or adjourn the formal meeting at a set time to enable members of the public present to ask questions or make statements. It is however important that such a session does not become a debate with the council or individual councillors and that members of the public do not intervene in the meeting at any other time. Many local councils give written guidance to members of the public when they attend in order to avoid misunderstanding as to the purpose of the meeting and the session it can be necessary for the chair of the meeting to exercise firm control if there is a contentious local issue.
2. A resident recently asked if the public could be invited to speak as we go through the items on the agenda. This would not be practical as there can be up to 15 councillors at meetings where the council make decisions on council business. If 15 councillors contribute to the debate and then the public be invited to contribute the debate too the meeting would not follow the guidance that parish councils should follow. The paragraph detailed above explains this.
3. The public forum gives a window of time for residents to give their views and the agenda is published well in advance of the meeting so if someone wants to let one of their local ward members their view they can do by email.
4. The draft guidance notes below haven drawn up for the council to consider.



## **Guidance on Public Participation at Balderton Parish Council Meetings**

**Draft - for consideration**  
**Personnel and Policy Committee – June 24<sup>th</sup> 2024**  
**Full Council - June 26<sup>th</sup> 2024**

### **Introduction**

**Balderton Parish Council is committed to community engagement and therefore warmly invites members of public to contribute during the public forum item at meetings.**

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<sup>1</sup> Roger Taylor, *Local Council Administration* (United Kingdom, Lexis Nexis, Thirteenth edition 2022) Section 7.7 page 42

Residents/members of the public have a statutory right to attend Full Council and Committee meetings of the council as observers. They have no legal right to speak unless the Parish Council Chair authorises them to do so. However, to encourage community engagement, Balderton Parish Council has set 20 minutes for a **public forum** close to the beginning of each Full Council and Committee meeting when residents/members of the public are invited to speak.

During the public forum, a topic on or not on the agenda can be spoken about. As a matter of best practice, the public forum will be kept separate from the debate of the councillors. If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for future meetings at the discretion of the Council/Committee. Residents/members of the public are welcome to stay for the Council meeting after the public forum as observers but will not be able to join in the discussion unless invited to do so by the Chair.

Residents/members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in a closed session (e.g., staffing matters, tenders for contracts, and some legal issues).

### **Rules**

1. The time designated for public forum in at a meeting in accordance with the standing orders shall not exceed 20 minutes unless directed by the chair of the meeting.
2. A member of the public shall not speak for more than 3 minutes.
3. If more than one member of the public wishes to speak on the same topic, then they are encouraged to nominate one person to speak on their behalf. This will avoid duplication and make the best use of public participation period.
4. The Chair has the right to say that any questions or statement is inappropriate and will not be accepted.
5. In accordance with the standing orders, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
6. A person shall raise their hand when requesting to speak and is invited to stand when speaking (except when a person has a disability or is likely to suffer discomfort) but this is not essential if they do not feel comfortable doing so.
7. A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
8. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
9. Residents/members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
10. Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made in the public forum. Residents/members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.

11. A question raised by a member of the public during a public speaking session shall not require a response and there should be no debate or discussion between the Council and the public.
12. A brief record of topics raised at public participation will be included in the minutes of that meeting. No libellous, offensive, and discriminatory comments will be included in the minutes.
13. All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely.
14. All statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.
15. Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and exclude a disorderly person.

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