

**MINUTES OF POLICIES & RESOURCES COMMITTEE OF
BARTON-LE-CLAY PARISH COUNCIL HELD AT BARTON-LE-CLAY
VILLAGE HALL ON MONDAY 26th MARCH 2018 COMMENCING AT 7.32PM**

Present: Councillors, Mr D. Gunter (Chair), Mr L. Davison-Williams (Vice-Chair), Mrs B. Thomas and Mr J. Selley.

Minutes: Mrs A. Merryweather (Clerk)

17/507 APOLOGIES FOR ABSENCE – Cllrs Mrs G. Gardner and Mr J. Paxton.

17/508 SPECIFIC DECLARATIONS OF INTEREST – None.

17/509 APPROVAL OF THE MINUTES OF THE P&R COMMITTEE HELD ON 26th FEBRUARY 2018.
A minor spelling amendment was made, then Cllr Gunter PROPOSED approval of the P&R minutes held 26th February 2018, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.

17/510 MATTERS ARISING – Cllr Thomas enquired if the Assistant Clerk had agreed to do the COSHH training. The Clerk confirmed training had been agreed, when time available.

17/511 TO CONSIDER QUOTATIONS RECEIVED FOR CHRISTMAS TREE & LIGHTS FROM BARTON CHRISTMAS LIGHTS GROUP.

Cllr Davison-Williams requested an image of the heavy duty tree stand. **ACTION: Assistant Clerk to contact supplier for stand image.**

Members deemed a real tree to be a preferred alternative to the suggested artificial Christmas tree. Tree locations were discussed. Lime close was considered to be an un-suitable location and other sites considered. Cllr Selley offered to visit the Library Manager to formally request erecting a Christmas tree with lights in the Library car park. **ACTION: Clerk to respond to Barton Christmas Lights Group to inform them of alternative recommendation of a real Fir tree with lights to be located at Barton library car park , subject to Central Beds Council permission.**

17/512 TO REVIEW THE DRAFT FREEDOM OF INFORMATION POLICY 2018.
Following review of the draft policy document, members agreed to attach the 'Model Publication Scheme' to the policy for reference of charges. **ACTION: Clerk to re-submit with Model Publication Scheme to Policy & Resources Committee.**

17/513 TO CONSIDER MOVING TO 3 YEAR REVIEW OF SECURITY AND FIRE ALARM MAINTENANCE CONTRACTS PAVILION/OFFICE.

After discussion Cllr Gunter PROPOSED to move the security and fire alarm maintenance contracts to 3 yearly review, SECONDED by Cllr Davison-Williams and UNANIMOUSLY CARRIED. **ACTION: Clerk to amend Admin Schedule to 3 year contract review.**

17/514 UPDATE ON FOOTBALL CLUB/O2 MAST LEASES.

Cllr Davison-Williams gave a brief update on progress of the O2 Mast lease income. He has spoken to CTIL Admin to ask why the rent has not been paid and expects a response this week. Solicitor's letter to be held at present. **ACTION: Cllr Davison-Williams to chase rent payment from CTIL Admin.**

17/515 TO APPROVE ANNUAL AUDIT PLAN 2018.

Members reviewed the Annual Audit Plan 2018 document. Cllr Gunter PROPOSED to adopt the Annual Audit Plan 2018, SECONDED by Cllr Davison-Williams and UNANIMOUSLY CARRIED. **ACTION: Clerk to submit to Full Council.**

17/516 TO CONSIDER/APPROVE THE RESPONSE TO THE NALC SURVEY 'CODE OF CONDUCT'.

Members reviewed the NALC Survey questions for the Code of Conduct and responded as follows:

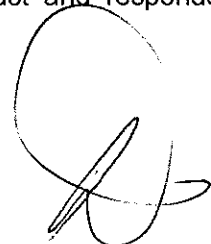
Q1 Which code of conduct has your council adopted?

✓ The NALC Code of Conduct

Your principal authority's Code of Conduct

A code of conduct that the parish council has written itself

A country-wide Code of Conduct



The Department for Communities and Local Government's illustrative text for local code of conduct

The Local Government Association's template code of conduct

Other

Q2 In your opinion is your Code of Conduct clear and understood by most members of the council?

- Yes
- No

Q3. In your opinion do most members of your council understand the rules for registering and declaring interests?

- Yes
- No

Q4 Are the existing legal arrangements to declare councillors' interests and manage conflicts of interest effective?

- Yes
- No

Q5 Are members of your council provided with training on the Code of Conduct?

- Yes
- No

Q6 If yes, who normally delivers the training?

The clerk

The principal authority

A private company

Not applicable

Other BATPC

Q7 In your opinion are most members of your council aware of how complaints under the code of conduct are dealt with?

- Yes
- No

Q8 If there have been complaints in your opinion has the principal authority dealt with them effectively?

- Yes
- No N/A

Q9. Are you aware of the following (tick all that apply)?

- The existence of an independent person appointed by the principal authority to assist in the handling of code of conduct complaints
- The nature of the role of the independent person
- How to contact the independent person

Q10. In your view does the input of the Independent Person into the complaints handling process provide assurance of fairness/objectivity?

- Yes
- No N/A

Q11. If your council has imposed any sanctions on any of your members as a result of a finding of a breach of the code of conduct by the principal authority please select which type of sanction your council has imposed (select all that apply):

Member made to issue an apology

Formal censure of member

Training

Control of access to/communication with council staff

Restricted access to council premises/facilities/equipment

Removal from committee(s)

Other (please specify) N/A

Q12. In your opinion are the sanctions available to the council sufficient to achieve the following:

- Punish breaches of the code
- Deter further breaches of the code
- Neither



Q13. How many code of conduct complaints (whether upheld or not by the principal authority) between 2013-2017 have directly or indirectly led to resignations of parish councillor(s) who were found in breach?

0

1-5

6-10 N/A

11+

Q14. How many code of conduct complaints (whether upheld or not by the principal authority) between 2013-2017 have directly or indirectly led to resignations of other parish councils

0

1-5

6-10 N/A

11+

Q15. How many code of conduct complaints (whether upheld or not by the principal authority) between 2013-2017 have directly or indirectly led to resignations of staff?

0

1-5

6-10 N/A

11+

Q16. Does the council have whistleblowing arrangements in place?

Yes

No

Q17. Have instances of councillor behaviour between 2013-2017 resulted in staff taking or threatening to take legal action against the council and or individual councillor(s)?

Yes

No N/A

Q18. In your opinion does the standards framework (the code of conduct and complaints handling process) help the council to maintain high standards of conduct?

Yes

No

Q19. Is the parish council in favour of having new powers to impose additional/more serious sanctions (e.g. suspension, disqualification) when a parish councillor is found to have breached the council's code of conduct?

Yes

No

Q20. Would you support a national code of conduct which is the same and mandatory for all local authorities?

Yes

No

Q21. Which body should be responsible for (i) investigating code of conduct complaints concerning parish councillors and (ii) sanctioning parish councillors with powers to suspend and disqualify parish councillors for breaches of the code of conduct.

The principal authority

A national body with specific responsibility for this (e.g. ombudsman or another body)

The parish council

Other (please specify)

Cllr Gunter PROPOSED to submit the agreed responses to NALC for the April 2018 deadline, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.

ACTION: Clerk to submit responses to Full Council.

17/517 ANY OTHER BUSINESS OF AN URGENT NATURE

The Clerk and Cllr Davison-Williams attended the GDPR Regulations briefing on Monday and gave a brief outline of the requirements. Appointment of a Data Protection Officer is mandatory. **ACTION: Clerk to take GDPR requirements to Full Council for consideration.**

The meeting closed at 8.50pm.

