

DALSTON PARISH COUNCIL

Forge Green
Dalston
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Minutes of the Policy and Resources Committee Meeting held at Forge Green, on Tuesday 7th March 2017 at 7.15pm.
S. Milburn (Clerk)

Present

Cllr Byers Cllr Baxter Cllr Drouet Cllr Kyle Cllr Craig

1. Apologies

Apologies were received from Cllr Kaye-Kreczkowski and Cllr Dalton.

2. Minutes

The minutes of the Policy and Resources Committee meeting held on 31st October 2016 were approved and signed by Cllr Byers as a true record.

3. Declarations of Interest

There were no declarations of interest.

4. Public Participation

There were no members of the public present.

5. Cemetery

- The cemetery fees were reviewed and it was agreed that the fees would not be increased.
- It was agreed to implement a maintenance / inspection policy for the cemetery. The Clerk is to speak to Wigton Town Council and Wetheral Parish Council to find out how often they undertake inspections and to find out how these are logged. Clerk also to contact Carlisle City Council to find out who undertakes their inspections and how much the inspections cost.
- It was agreed that the Ministry of Justice; Managing the Safety of Burial Ground Memorials are to be adopted.
- It was agreed that headstones be fixed with an anchor system in accordance with NAMN and BAMM recommendations and best practise.

6. Review Standing Orders

The standing orders were reviewed and no changes were made, the Parish Council are to be notified of this at the meeting on the 14th March 2017. The Clerk was requested to add the date reviewed to the document.

7. Review Policies

The following policies were reviewed:-

- Data protection.
- Freedom of Information.
- Health & Safety Policy.
- Risk Management Policy. Cllr Craig is to complete a risk assessment for Councillor site visits. Cllr Baxter kindly agreed to look at and update all of the risk assessments, these will then be reviewed at the next Policy and Resource meeting on the 23rd May 2017.
- Appraisals Policy.
- Equal Opportunities Policy.
- Press & Media Policy.
- Protocol On Recording And Filming Of Parish Council Meetings.
- Disciplinary Policy.
- Grievance Policy.

- Code Of Conduct.
- Complaints Procedure.

The policies have been written under the guidance of CALC.

The Clerk informed the committee that the minute book was nearly full; it was asked if it was necessary to have a minute book or if putting the minutes into a file would be sufficient. It was agreed this was a Parish Council decision and should be discussed at the PC meeting on the 14th March 2017.

8. Councillor Matters

It was agreed a meeting would be held on the 3rd April 2016 to discuss the year end accounts.

Dates of Forthcoming Meetings

Next meeting of The Parish Council to take place on 14th March 2017 at 7.15pm at Forge Green.

Policy & Resource Meeting Dates for 2017:- . 23rd May, 29th August & 7th November 2017 commencing at 7.15pm Forge Green.

Property & Maintenance Meeting dates for 2017:- 4th April, 7pm at Church House, 20th June, 7pm at Church House & 26th September, 7.15pm at Forge Green.

The Annual Parish Meeting is to be held in the Victory Hall on the 2nd May 2017 at 7pm.

The meeting closed at 8.25pm.