

## DALSTON PARISH COUNCIL

Forge Green  
Riverside  
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Minutes of the Policy and Resources Committee Meeting held at Forge Green, Dalston on Tuesday 1 April 2025 at 7 pm.

M Watling (Assistant Clerk)

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### **Present**

Cllr McKerrell            Cllr Byers            Cllr Baxter            Cllr Drouet            Cllr Kaye-Kreczkowski  
Cllr Kyle                Cllr Irving

### **1. Apologies**

Cllr Melrose -Work commitments

### **2. Minutes**

Resolved to authorise Cllr McKerrell to sign as a correct record the minutes of the Policy and Resources Committee meeting held on 6th November 2024.

### **3. Declarations of Interest**

There were no declarations of interest.

### **4. Public Participation**

There were no members of the public present.

### **5. Annual Review of the Standing Orders**

The Standing Orders had been circulated prior to the meeting. The RFO confirmed there had been no changes notified by NALC this year although an update is expected soon as The Procurement Act 2023 and the Procurement Regulations 2024 replace The Public Contracts Regulations 2015. Any amendment required will be considered at the next review of Standing Orders.

It was resolved that the annual review of Standing Orders was passed to be ratified at the April Parish Council meeting.

### **6. Annual Review of Policies**

The following policy documents had been circulated prior to the meeting:

- Code of Conduct
- Anti-Harassment & Bullying Policy
- Appraisal Policy
- Complaints Procedure
- Disciplinary Policy
- Equality & Diversity Policy
- Grievance Policy
- Health & Safety Policy
- Press & Media Policy
- Protocol On Recording and Filming of Council Meetings
- Risk Management Policy
- Retention of Documents Policy
- Data Protection Policy
- Freedom of Information Policy

- Sexual Harassment Policy
- Lone Working Policy

The RFO had compared the policies to current NALC templates and highlighted amendments. The sexual Harassment and Lone Working Policies were both new policy documents

After discussion the following actions were agreed:

- The RFO had previously sought clarification from the insurers regarding how long insurance policies should be retained for the Retention of Documents policy. The insurers declined to give advice on the retention period. It was agreed to leave the retention period in the policy unchanged for now and seek advice from CALC and/or NALC.
- The RFO will seek guidance whether the Anti-Harassment and Bullying Policy and Sexual Harassment Policy can be integrated to avoid duplication and different wording being used.
- The RFO will seek clarification of the definition of Monitoring Officer, Investigator and Proper Officer from CALC and add these into the Anti-Harassment and Bullying Policy.
- On page 2 of the risk assessment schedule in the employee section, the following wording will be added at the end of the 3rd sentence ‘including Lone Working Policy (1 April 2025) which includes mitigations.’
- The Lone Working Policy will be incorporated into the Health & Safety Policy.
- The RFO will arrange for a risk assessment for lone working to be carried out.
- In respect of lone working the Clerk and RFO will obtain information for panic buttons, door bells and consider a suitable code word for emergencies.

It was resolved that the annual review of Policies was completed to be ratified at the April Parish Council meeting.

#### **7. Annual Review of the Emergency Information Sheet**

This had been updated and circulated prior to the meeting. It was resolved that the annual review of Emergency Information Sheet was passed to be ratified at the April Parish Council meeting

#### **8. Electricity contract**

A paper showing the price comparison for the current monthly flexible tariff with Octopus Energy and available fixed tariffs had already been circulated. A price saving can be made by switching to a fixed tariff. It was resolved to stay with Octopus Energy and switch to their Green Octopus 12 month fixed tariff. RFO to action.

#### **9. Grazing agreement for The Green**

At the Parish Council meeting on 11 March 2025 it was agreed that the grazing agreement for The Green could be signed on behalf of the Parish Council by two subcommittee members when it was returned by the Licensee. Cllrs Byers and Irving signed the agreement on behalf of the Parish Council.

#### **10. Annual Accounts 2024/25**

A projection of the financial position for the year to 31 March 2025 had been circulated prior to the meeting. Before movements on reserves the projections show a surplus in the region of £15,000. There will be some building society interest receivable on 31 March and there is still a provision to make for work required by the tree survey.

Discussion followed regarding current projects and ongoing matters arising from the Property & Maintenance Committee meeting.

It was resolved:

- A provision of £8,000 for the levelling and returfing of 3 sections in the cemetery be made. The remainder of the cost will be met from funds held by the PCC in the Margaret Gore Legacy Fund.
- Cllr Irving reported that the Planning & Infrastructure Bill being read in Parliament could have implications upon bat conservation and bat survey guidelines for planning decisions. It was resolved to transfer £5,000 to the Forge Green Roof Reserve while we await an update from the

ecologist regarding the steps needed to obtain a licence to go ahead with the replacement of the roof.

- The situation regarding the operation of the public toilets will be kept under review.
- It was reported that a further quote was being obtained for grasscrete at Bridge End. No provision will be made for this expense in the year end accounts.

## **11. Councillor matters**

There were no Councillor matters.

### **Dates of Forthcoming Meetings**

Next meeting of The Parish Council to take place at Forge Green on 8<sup>th</sup> April 2025 at 7.15pm

The Annual meeting of the Parish Council to take place on 13<sup>th</sup> May 2025 at Dalston Victory Hall at 6.30pm

The Annual Parish Meeting to take place at Dalston Victory Hall on 13<sup>th</sup> May 2025 at 7.30pm

Policy & Resource Meeting dates for 2025:- TBA

Property & Maintenance Meeting dates for 2025:- TBA

The meeting closed at 8.25 pm