

# STAPLEHURST PARISH COUNCIL

## Policy Group

Meeting notes - Thursday 6<sup>th</sup> August 2009

Present: Councillors Arger, Perry, Fairfax, Best (notes).

Apologies: None

### Terms of Reference

The group discussed and agreed the Terms of Reference for this Group. It was agreed to include the responsibility for maintain Quality Council status in the remit for this group.

The ToRs are attached as version 1. These will now be taken to Full Council for approval.

It was also agreed that this group shall recommend that other sub groups of the council draw up their own terms of reference and submit these to Full Council for approval. These groups are Publicity & Web Site Group, Youth Activities Group, Churchyard Liaison Group and Finance Group. It was agreed that the Allotments group would be left until that group reconvenes.

It was also agreed all groups should follow a similar format for their ToRs and that the format used by the Policy group should act as the template.

### Standing Orders review

The Policy Group will take responsibility for the updating of Council Standing Orders and to bring recommendations for amendments to Full Council. To facilitate this, the Group agreed a schematic structure of the Council's working arrangements. This is attached. It was agreed that this will be taken to next Full Council meeting for approval.

### Quality Council Accreditation

Councillor Fairfax ran through the program of work required to be completed before 30<sup>th</sup> September to allow for an application for re-accreditation. There are three new sections required, Democracy and Citizenship, Staff employment terms and Conditions and Training.

Councillor Fairfax accepted an action to draft the Democracy and Citizenship section and Councillor Best agreed to look at the Training Section. It was felt that the Staff terms and conditions were already completed but Councillor Fairfax agreed to check part time employee status in this regard.

**Action Point 060809-01** Councillor Fairfax to draft Democracy and Citizenship section

**Action Point 060809-02** Councillor Best to draft Training

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## Policy Update

A review of policy work was held over until the completion of the Quality Council re-accreditation submission.

## Website Commercial Activity

At the request of the Publicity and Website group, a discussion was held on the merits of allowing commercial activities on the website. This would be restricted to banner advertisements and sponsored links for local businesses to begin with. It was agreed that the concept was acceptable but further investigation was necessary to ascertain the costs of providing this service, the potential increased administration burden and on the Clerk's office and ensuring measures could be put in place to make it clear that the Council would not be endorsing or supporting any business that may use this facility. Councillor Best agreed to investigate further and report back to the next meeting.

**Action Point 060809-03** Councillor Best to investigate costs and overheads of supporting commercial activity on the website.

Meeting finished at 8.50pm

Date of Next Meeting: THURSDAY 27<sup>th</sup> August, 2009, 7.00pm PARISH OFFICE