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Tuesday 10:00 – 14:00
Wednesday 10:00 – 14:00
Thursday 10:00 – 14:00
Friday CLOSED



Clerk to the Council
Mrs. D. Taylor-Pitkin
Parish Room
Old School Centre
West End
PORLOCK
Somerset TA24 8QD

Parish Council

Minutes of the Policies & Documents Committee meeting held at 10am on 21st June 2022 in the Parish Office at the Old School Centre.

Members Present: Cllr. Allenby, Cllr. Fraser, Cllr. Stanyon & Cllr. Wood

Also present: Mrs. D Taylor-Pitkin (Clerk)

1. Apologies

All councillors were present.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.

It was noted Cllr. Stanyon is an employee of the PVT.A.

3. P & D to appoint a Chairperson

Cllr. Allenby nominated Cllr. Stanyon for position as the Chairperson for the Policies and Documents Committee and was Seconded by Cllr. Fraser:

Proposer: Cllr. Allenby

Secunder: Cllr. Fraser

UNANIMOUSLY APPROVED

4. To review and Recommend to Full Council Draft Model Standing Orders.

Following a review of the Draft Model of Standing Orders supported by both Somerset Association of Local Councils and National Association of Local Councils the Committee RESOLVED to RECOMMEND adoption to Full Council.

Proposer: Cllr. Allenby

Secunder: Cllr. Wood

UNANIMOUSLY APPROVED

5. To review and Recommend to Full Council Draft Model Councillor Code of Conduct.

Following a review of the Draft Model of Code of Conduct which was developed by Local Government Association and supported by both Somerset Association of Local Councils and National Association of Local Councils. The Committee RESOLVED to RECOMMEND adoption to Full Council.

Proposer: Cllr. Wood
Seconder: Cllr. Allenby

UNANIMOUSLY APPROVED

6. To review and RECOMMEND to Full Council Draft Grant Policy and Application Form.

Following a robust review the Committee RESOLVED to RECOMMEND to Full Council the enclosed draft document. The document is in draft form and the amendments are clearly highlighted in red.

Proposer: Cllr. Wood
Seconder: Cllr. Allenby

UNANIMOUSLY APPROVED

Action Point: Cllr. Stanyon to compose a Grant Criteria Policy for Committee to review.

7. Committee to consider further policies or documentation for review and RECOMMENDATION to Full Council:

- **GDPR Policy & Supporting Forms**
- **PPC Complaints Policy**
- **Equal Opportunities Policy**
- **Use of CCTV policy**
- **Member & Officer Protocol**
- **Environmental Policy**
- **Website Privacy Policy**
- **Safeguarding Policy**

Action Point: Cllr. Stanyon and the Clerk to identify further policies required for the PPC

8. To confirm a date for the next P & D Committee Meeting.

08th September 2022 10am in the Parish Office.

Meeting Closed at 11.17am