

WANBOROUGH PARISH COUNCIL

Minutes of the Planning, Finance and Policy Committee meeting of Wanborough Parish Council held on Monday 18th September 2023 at Hooper's Field Pavilion at 7.30pm

Present: Dave Hayward (Chair), Omar Mirza, Joe Smith, John Warr and Colin Offer

In Attendance: Sarah Hardwick (Parish Clerk)

Minutes Ref: PFP/09/23/

1. Apologies: Apologies received from Cllr Sumner and approved at the meeting.

2. Declaration of interest: None

3. Minutes of the meeting held on 13th March 2023:

Resolved: Minutes of the meeting held on Monday 13th March were unanimously approved.

THE MEETING WILL BE ADJOURNED FOR PUBLIC QUESTIONS

A question was raised by a resident via email in asking if Parish Council have submitted an enforcement breach notification to SBC in relation to the developer at Redlands not complying with their conditions. The S106 agreement & conditions state that prior to first occupation the footpath along Warborough Road should be complete. It was agreed to refer the question to the full council meeting on 25th September when the Ward Councillor will be in attendance.

4. Planning

4.1 No new planning applications to review.

Finance

4.2 To note the AGAR progress in advance of the Notice of Conclusion of Audit publication by 30th September 2023

Resolved: Confirmation received from PK Little John that the AGAR for year ending March 2023 has been completed and no actions are required. Parish Council noted this for the record.

4.3 To note that the first approved payment of the LED floodlights has been paid by the Locum Clerk

Resolved: Parish Council noted this for the record.

4.4 Financial Year to 31st August 2023, budget against spend.

Resolved: Financial records not available at the time of the meeting.

5 Policy

5.1 To review and approve the Lone Workers Policy

Proposed: Cllr Warr **Seconded:** Cllr Offer

4 approved, 1 abstain.

Resolved: Agreed to approve as is.

5.2 To review and approve the Anti-Bullying and Harassment Policy

Proposed: Cllr Warr **Seconded:** Cllr Smith

4 approved, 1 abstain.

Sarah Hardwick
Parish Clerk & RFO

Resolved: More time is required to review the policy. Concerns with potential overlap with code of conduct. Refer to the Staffing Committee for redrafting.

5.3 To review and approve the Sickness Absence Policy

Proposed: Cllr Warr **Seconded:** Cllr Smith

4 approved, 1 abstain.

Resolved: Agreed to approve with the deletion of 'Councils Sick Pay' paragraph. Agreement to then refer to the staffing committee for separate review after adoption

5.4 To review and approve the Poor Performance Policy

Proposed: Cllr Warr **Seconded:** Cllr Mirza

4 approved, 1 abstain.

Resolved: Agreed to approve with removal of [] in 4 places where 12 months appears. Agreement to then refer to the staffing committee for separate review after adoption.

5.5 To review and approve the Staff Appraisals Policy

Proposed: Cllr Mirza **Seconded:** Cllr Smith

4 approved, 1 abstain.

Resolved: Agreed to approve with the following amendments: Removal of 'Performance appraisal to be kept apart from salary review process' in paragraph 2. In paragraph 5 expand the acronym SMART.

5.6 To review and approve the Staff Training and Development Policy

Proposed: Cllr Warr **Seconded:** Cllr Smith

4 approved, 1 abstain.

Resolved: Agreed to approve as is.

Meeting closed at 8.29 pm

*Sarah Hardwick
Parish Clerk & RFO*