

Bourton-on-the-Water Parish Council
Minutes of an Extraordinary meeting of the Finance & Governance Committee
held at 7pm on Wednesday 12th June 2024
in the Salmonsbury Room at The George Moore Community Centre

Those Present: Cllr A Roberts (Chairman), Cllrs S Coventry, A Davis, B Hadley, L Hicks, M Samuel, L Wilkins

In Attendance: Sharon Henley, Clerk

Members of Public: None present

The meeting started at 19.14 hours.

Public Session: None present.

- 1) Apologies for absence. There were none.
- 2) Declarations of Interest. There were none.
- 3) To review the following draft updated policies and governance documents for recommendation to full Council on 3rd July:
 - a) Code of Conduct (Paper 1): The amended wording highlighted the Nolan Principles, as recommended by GAPTC. The Committee RESOLVED to recommend that full Council approves the document.
 - b) Complaints Procedure (Paper 2): The two-yearly review contained minor amendments. The Committee RESOLVED to recommend that full Council approves the document.
 - c) Financial Regulations (Paper 3): A new document was created from the newly created NALC template. A series of minor amendments were agreed to the draft document. The Committee RESOLVED to recommend that full Council approves the document with the amendments.
 - d) Risk Assessment Policy (Paper 4): The annual review reflected current arrangements. The Committee RESOLVED to recommend that full Council approves the document with the amendments.
 - e) Lone Working Policy (Paper 5): The two-yearly review provided further clarity on procedures. Minor amendments were agreed. The Committee RESOLVED to recommend that full Council approves the document with the amendments.
 - f) Place of Safety Policy (Paper 6): The two-yearly review contained minor amendments. The Committee RESOLVED to include some additional minor amendments as agreed and to append this policy to the Emergency Plan.
 - g) Social Media Policy (Paper 7): Wording had been added to refer to the Nolan Principles as recommended by GAPTC. Additional minor amendments were discussed. The Committee RESOLVED to defer discussion on this policy to enable time for review of a late document circulated by Cllr Davis.
 - h) Vexatious Complaints & Requests Policy (Paper 8): The two-yearly review contained minor amendments. With the insertion of a new start date the Committee RESOLVED to recommend that full Council approves the document.
 - i) Volunteering Policy (Paper 9): The two-yearly review contained minor amendments. The Committee RESOLVED to recommend that full Council approves the document.
- 4) Schedule of Policies (Paper 10): To note current status of reviews. It was agreed to hold another Extraordinary F&G meeting in August to review additional policies. The HR Consultant to review the Disciplinary Policy, the Grievance Policy, Equal Opportunities and Annual Leave Policy for further review by F&G. The Fire Policy and Smoking and Vaping Policy to be reviewed by the GMCC Committee and the Winter Weather Policy by Highways Committee.
- 5) Date of Next Meeting – 7pm on Thursday 18th July 2024 in the Windrush Room, The George Moore Community Centre. The policy review Extraordinary Meeting to be held at 7.30pm on Monday 12th August in the Salmonsbury Room.

There being no further business the meeting closed at 21.21 hours.