

## TERRINGTON PARISH COUNCIL

### **Minutes of an Interim Administrative Caucus held under delegated powers at Plump House on Friday 15 May 2020 at 16:00.**

**Present :** Cllr Winning (Chair), Cllr Barnett (Acting Clerk and RFO)

**Public :** no members of the public were present

*In view of Government advice regarding social distancing during the Covid 19 lockdown and the decision at the TPC meeting on 20 March 2020 to devolve decision making power to Cllr. Barnett (Acting Clerk) and Cllr Winning (Chair) the caucus was held in Cllr Winning's patio with over two metres distance between both those present.*

#### **1. Minutes of Interim Caucus Meeting held on Tuesday 21 April:**

The minutes were approved as a true and accurate record.

The Acting Clerk was asked to set up a formal register of signed and approved minutes as required by regulations.

#### **2. Appointment of internal auditor:**

Cllr Barnett proposed that Christine Walker of Thornton le Clay is appointed as (honorary) internal auditor. This proposal was approved.

#### **3. Provisional Standing Orders:**

Cllr Winning tabled updated Provisional Standing Orders for the council in light of current legislation. These are based on the model Standing Orders produced by the NALC. It was agreed that these be circulated to all councillors for comment prior to the next council meeting scheduled for Friday 22 May.

It was agreed that on 22 May these Standing Orders will only be proposed as Provisional Standing Orders as it is not possible at present for them to be considered at a council meeting with all members present.

#### **4. Provisional Financial Regulations:**

Cllr Barnett tabled updated Financial Regulations. It was agreed that these too would be circulated for councillors to comment prior to their consideration for adoption, again on a provisional basis, on 22 May.

#### **5. Report on additional council procedural documents and practises:**

Cllr Winning noted that the council's procedures and documentation have not been updated for some time. They also need to be displayed on the parish website. Cllr Winning therefore suggested that now is an appropriate time to thoroughly review and update all the various documents and procedures. The two most important documents (Standing Orders and Financial Regulations) have been dealt with above.

Cllr Winning listed the other documents that need reviewing:

Code of Conduct

Complaints Procedure

Data Protection / Privacy Policy

Employment Policies

Equal Opportunities

Disciplinary Procedures

Grievance Procedures

Sickness Policy

Recording Policy (rights of public to record meetings)

Record Management Policy

Cllr Winning has templates for these policies from NALC. Meeting agreed that Cllr Winning and Cllr Barnett will work through these templates with a view to proposing updated policies to council by July.

Given the lack of public meetings in the present crisis together with the fact that the council currently has no paid employees it is not felt as urgent that these other policies are updated.

#### **6. Finance Report:**

Cllr Barnett presented an up to date financial statement – copy attached.  
Expenditure to date in 2020/21 has been £487, and income received was £1,899.

#### **7. Next Meeting:**

Scheduled for Friday 22 May at the same venue (weather permitting) and at 4:00 pm.

Meeting concluded at 17:03.