



Middleton St George Parish Council

www.middleton-st-george.org.uk

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AGENDA

Middleton St. George Parish Council – Standards Committee **6.30 p.m. on Monday 22nd January, 2018 in the Parish Meeting Room**

Members of the Public are invited and may address the Council at the discretion of the Council

1. Apologies for absence.
2. Formal announcements from the Chair.
3. Approval of Minutes from the last meeting on 15th February 2017 (enclosed).
4. Declarations of interests (existence and nature) with regard to items on the Agenda.
5. Public participation session with respect to items on the Agenda.
6. Parish Councillor Training (see enclosures - Report, PowerPoints and other Documents from July Training Event in Barnard Castle):
 - i. Report from Cllr Gilson and Cllr Greenwell.
 - ii. Roles and Responsibilities (PowerPoint)
 - iii. CTP Powers etc. (PowerPoint)
 - iv. Being a Good Councillor (PowerPoint)
 - v. Good Employer Guide
 - vi. Good Councillors Guide 2017
 - vii. Good Councillors Guide to Finance and Transparency 2017
 - viii. Governance and Accountability for Smaller Authorities 2017
 - ix. The Local Councils Award Scheme
 - x. To consider any Future Training for new and existing Parish Councillors.
7. To Review the Important Documents List (enclosed), to check whether all adopted documents have been published on the website, and to consider adding a Data Protection Policy to the list (see agenda item 14 below)
8. To review the status of Committee Terms of Reference before forwarding for approval by the full Parish Council (enclosed):
 - a. Community Liaison (re: voting rights of non-Councillors) (see Committee TOR, Section 13 of the 1989 Local Government Act, as well as NALC LTN7, enclosed)
9. To consider the venue, format and agenda items of the Annual Parish Meeting/Assembly and propose a date for the meeting (See Page 17/18 of the Good Councillors Guide, and Hurworth Parish Council Notice for reference)

10. To consider actions subsequent to policy documents approved by the full Parish Council:
 - a) Subsequent to the Health & Safety and Employee Welfare Policies being adopted at the PC meeting of 13/11/2017:
 - i. First Aid Training for Clerk
 - ii. Nominated Fire Officer
 - iii. Basic First Aid Kit in Litter Picker's Cart
 - iv. Annual Inspection of H&S Procedures, Electrical Equipment and Premises by a qualified H&S Inspector
11. To consider recommendations for amendments to current documents, as follows:
 - a. Public Participation Session (to be included in Agenda, more precisely set out in the Standing Orders, and the provision of a laminated version of the relevant sections to be available for reference by members of the public at meetings) (see Clerk's Report to the Parish Council 9th October, enclosed).
 - b. Recording of absences policy (see emails, enclosed), to be included in the Standing Orders
 - c. Status and Participation of Ward Councillors at Parish Council meetings to be included in the Standing Orders (see Page 37 of Parish Councillors Guide, enclosed).
 - d. Cooption Procedures (to consider amending Standing Orders to include a precise procedure for considering applications for Parish Councillor posts, in view of recent events).
12. To consider new policies referred by the Parish Council:
 - a. Public Participation Session at Parish Council Meetings (revised draft enclosed)
 - b. Recording of meetings (revised draft enclosed)
13. To consider drafts of new documents, and recommend for approval by the full Parish Council:
 - a. Social Media Policy (draft enclosed, based on policies adopted by other Parish Councils), with How to Use the Parish Council's Facebook Page (draft enclosed)
14. To consider the new Data Protection Regulation
 - a. NALC Activity Update December 2017 (enclosed)
 - b. Email from Parish Clerk 04/01/2018 re ICO update (enclosed)
15. To consider the implications of the Transparency Code (the Parish Council agreed, at its meeting of 11th September 2017, to take the recommended Best Practice by CDALC to provide as much information as possible online – see enclosed Report to Council by the Clerk, as well as the enclosed Good Councillor Guide to Transparency).
16. Risk Management Policy and Assets Register (Clerk) (see advice of Steve Ragg (CDALC), Pages 43 to 45 of the Governance and Accountability for Smaller Authorities in England 2017, and papers for PC meeting of 11/12/2017, enclosed)
 - a) To consider where the Standards Committee needs to review issues, and ensure compliance
17. Parish Council Website - inclusion of a separate page for Committee Agendas and Minutes (ref. request from member of public at Planning Committee meeting of 6th September).
18. Parish Clerk (see the Good Employer Guide, enclosed)
 - a. Annual Appraisal (see CPALC model Assessment Form, enclosed).
 - i. To consider a date
 - ii. To consider who will undertake this
 - b. Membership of Society of Local Council Clerks
 - c. Training



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19. Disabled Access to Parish Council meetings (NALC Legal Topic Note 78 on the 2010 Equality Act, Paragraph 50 and Legal Topic No.5, paragraph 32, enclosed and email from the Chair of Darlington Association of Disability to the Clerk)
20. Items for future meetings