



BEMBRIDGE PARISH COUNCIL

The Clerk to the Council,
5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN
Tel: 01983 874160 Email: clerk@bembridgepc.org.uk



Minutes of Staffing & Finance Committee meeting held at 5pm on the 12th October 2021 in the Village Hall, small hall, Bembridge

Present: Cllr P Kenny (Chair), Cllr H Brabazon, Cllr L White, Cllr R Poncia, Cllr M Groom, Mrs J McDade (Clerk) and Mr M Pink (Clerk)

Two members of the public present

The Chair invited a member of the public to make representations and ask questions which were noted or answered by the committee

1. Apologies for Absence

To receive apologies for absence

All present

2. Declarations of Interest

To receive declarations of pecuniary or other interests relating to items on agenda

None received

3. Minutes of the Last Meeting

To receive for approval minutes of the Staffing & Finance Committee meeting held on 13th July 2021

Proposed by Cllr Brabazon and Seconded by Cllr White

RESOLVED: Approved minutes of the Staffing & Finance Committee meeting held on 13th July 2021 and duly signed by the Chair

4. Finance

To receive 2nd Quarter Budget

Discussed the budget. Some issues raised and answered by the Clerks. Changes to be made at budget setting and/or at 3rd Quarter review

5. Policies

a) **Review Communications and Media Policy**

RESOLVED: Agreed to minor amendments. Hard copy newsletter now January and December. Press releases to be agreed by the Chair / Vice Chair prior to release and Island Echo added to the press release assets. Change VP Logo to BEN and make writing green.

b) **Review Complaints Procedure Policy**

RESOLVED: Agreed to the following amendments. Section 7 state report to Staffing and Finance in the first instance. Section 10 appeal to be lodged within 7 days of receipt of response. GDPR Act 2018 to be replaced by United Kingdom Data Protection Act.

c) **Review Transparency Code Compliance Policy**

RESOLVED: Agreed to change name to Transparency Code. All other amendments agreed

d) Review GDPR Policy

RESOLVED: Agreed to change name to Privacy Policy in accordance with the UK Data Protection Act 2018. All other amendments agreed

e) Review Tree Management Policy

RESOLVED: Agreed the amendments to the Tree Management Policy

f) Review Memorial Bench Policy

RESOLVED: Agreed to amend maintenance fee to £150.00. All other changes agreed

g) Review Volunteer Policy

RESOLVED: Agreed the Volunteer Policy

h) Review Training Policy

RESOLVED: Agreed the Training Policy

Proposed by Cllr Kenny that proposals A to H above be approved en-block. Seconded by Cllr Brabazon and all agreed.

6. Staffing

a) To note Clerk's holiday leave

Noted

b) To note the office will be closed from 12.30pm on Friday 24th December 2021 for Christmas and will re-open at 9.30am on Tuesday 4th January 2022

Noted

DATE OF NEXT MEETING – Wednesday 11th January 2022

Meeting Closed: 5.57pm

Signed:

Dated: