

Minutes of the Strategy Committee Meeting held Wednesday 8th May 2024 at 4:05pm

Present: Cllr K Elvin (Council Chairman and Chairman Strategy Committee), Cllr J Glover (Chairman HR & Finance Committees), Cllr C Graham (Chairman Land Management Committee), Cllr S Cross (Chairman of Traffic and Highways Committee) and Ms. E Cope, Clerk.

SC 001/2024 Apologies for absence

Apologies were received from Cllr Kneen (Chairman of the Planning Committee).

SC 002/2024 To approve the minutes of the meeting held on 8th February 2023

The minutes of the meeting held 8th February 2023 were approved.

SC 003/2024 Councillors to review policies for recommendation for approval at Main Council

Good governance requires the Parish Council to commit time to read and review policies prior to annual approval. The Clerk advised by signing the Councillors Declaration of Acceptance of Office, Members and co-opted Members should act in accordance with the Council's adopted Code of Conduct.

003.001 To review the policies below:

- Code of Conduct
- General Data Protection Regulations
- Standing Orders
- Terms of Reference
- Lone Working Policy
- Disciplinary and Grievance Procedures
- Sickness Policy
- Staff Appraisal Policy

The Clerk advised all policies had been checked against the NALC website, with no changes noted.

Cllr Cross noted that the terms of reference for the Planning Committee state the Committee will comprise of all Councillors, advising that for some considerable time Cllr Walters has not attended. As Cllr Walters is no longer chairman of the RBWM Planning Committee all agreed the Clerk should write inviting him to attend.

The Committee approved the policies for proposal to Main Council on the 20th May 2024.

003.002 To review the current list of approved policies and best practice documents for recommendation for approval at Main Council

The Clerk apologised that the full list of policies was not yet available, requesting to include in the next available meeting of Main Council. Approved by all.

Action: Clerk to circulate the full list to the Strategy Committee via email for review prior to the 20th May, with the suggestion to review in batches throughout CY2024/25 due to the sheer volume.

SC 004/2024 To consider insurance requirements

The Clerk advised that due to annual leave, quotes had not been finalised by Zurich Municipal or Gallagher who both had further questions.

Zurich Municipal are the long-term insurance provider and are considered to offer excellent service and value for money.

The Committee approved for the Clerk to circulate quotes received via email for approval prior to acceptance.

SC 005/2024 To consider the Bray Parish Council Business Plan

The Clerk noted unable to find a current business plan. The Committee approved for an interim meeting, date, and time to be agreed to discuss and agree statement and objectives.

Action: Clerk to arrange a meeting.

SC 006/2024 To review Committees and working groups

The Committee approved for the Clerk to email all Councillors the current file, requesting each consider memberships and involvement for CY2024/25, with the aim of balancing the work load.

SC 007/2024 To approve dates and times of Council and Committee meetings for CY 2024-25

A copy of the proposed calendar was shared prior to the meeting.

It was approved to bring forwards the start time of the Land Management Committee to 4:00pm from 5:30pm and to continue a 4:00pm start for the Strategy Committee.

The calendar will be included for review within papers for the Main Council meeting, Monday 20th May 2024.

SC 008/2024 Review councillor and staff training requirements

The Clerk advised that the Finance Committee had considered a request from the Clerk to increase training budget for Councillors to £1,500. for FY2024/25, this would be proposed for approval at the next meeting of Main Council, also to employ Breakthrough Communications for two ½ day training sessions for all Councillors.

SC 009/2024 General Power of Competence

The Clerk advised that for the Council to obtain the General Power of Competence, a CiLCA qualified Clerk is required. With ongoing staff shortages and current workload, the Clerk advised unable to complete coursework.

SC 010/2024 To consider Councillor Kneen's request to convene a bi-monthly meeting

Cllr Kneen's request was refused noting the terms of reference for the Committee.

Vote: All.

SC 011/2024 Date of next meeting TBC

Action: Clerk to arrange an interim meeting to discuss the Business Plan.

There being no further business the meeting closed at 5:05pm.