MINUTES OF THE MEETING OF THE STEERINGS COMMITTEE OF WATER ORTON PARISH COUNCIL

held on Thursday 19th January 2023 at 8.15pm at the Pavilion, Open Field Croft.

Present: Cllr. S. Stuart (Chair?), Cllr N. Bevan, Cllr. R. Coldrick, Cllr. R. Lowe and from item S23/02 Felicitas Freeman.

Guests in Attendance: Cllr C Chown

Public in Attendance: 0

Minute Taker & Clerk: Kate Clover, clerkwopc@gmail.com

S23/01 To elect a Chair of the Steerings Committee: It was RESOLVED to elect Cllr Stuart as chair of the steerings committee.

S23/02. To consider the co-option of members to the Steerings Committee: It was RESOLVED to co-opt Cllr C Chown and Felicitas Freeman to the steerings committee.

S23/03. Apologies: Cllr R. Lowe

S23/04. Declarations of Interest and dispensations: Cllr N Bevan and Felicitas Freeman felt there may be a potential conflict of interest relating to an ongoing matter. Cllr Stuart advised to mention this again if they felt any item discussed this evening was a conflict of interest and they could leave the meeting for this item if appropriate.

S23/05. Consideration of absent policies:
It was RESOLVED to recommend to full council on 26.1.23 that:

a) Contact details are updated on the FOI and Grant Policy

b) That all existing policies are accepted with a date of 26.1.23 with the exception of the Model Standing Orders

c) That all policies have a review before date added of 27.7.23

d) That the Council adopt the following template policies from WALC as they are referred to within the Parish Council's existing policies but are absent. - Grievance, Complaints, Review and Evaluation, Disciplinary, Dignity at Work, Vexatious Complaints, Induction and Probation. Cllr Bevan requested an amendment to the Complaints Policy under Members Conduct section to state that complaints would go to the Monitoring Officer of North Warwickshire Borough Council and that the remainder of the complaints policy is not applicable in these matters. It was RESOLVED to make this amendment to the template policy and recommend this for adoption by the Council.

The template policies will need some minor drafting to incorporate Water Orton Parish Council into the template, Cllr Stuart would aim to have the draft template policies completed in advance of the Council meeting on 26.01.2023 and the Clerk would send out the templates as they stand with the agenda on 20.01.23 to allow Councillors adequate time to read the policies before the recommended adoption of them.

S23/06. Consideration of Standing Orders and Financial Regulations: Item deferred until the next Steerings Committee meeting with a view to reviewing these in advance of the Council meeting on

23rd February. Clerk would send out the latest model Standing Orders and Financial Regulations from the NALC website so this can be compared to the existing policies by the Committee in advance of the next Committee meeting (date to be set under S23/10)

S23/07. Code of Conduct: It was RESOLVED to recommend that the Council have sight of the new LGA model code of conduct, NWBC's Code of Conduct to compare against the existing Code of Conduct and decide on the preferred policy which can come back to the Steerings Committee for review before adoption.

S23/08. Future Activity: A review of the Communications Policy was required including the adoption of a Social and Electronic Media Policy as referenced within this. The Committee would also look to recommend that the Council provide email addresses to Councillors as stated in the policy.
It was felt that a data management policy was required and as WALC did not have any suitable template policies for this, Felicitas Freeman was nominated to carry out further research following the Information Commission Officers recommendations to source a suitable policy.

References within existing policies refer to other policies and registers which will need to be reviewed: Document Retention, Information governance, Land Registry, Insurance, subscriptions, other Terms of reference.

Given the existing workload, as the Finance Committee were recommending to the Council that an experience internal auditor is appointed and that if approved an in-year review would take place within weeks it was RESOLVED for the Steerings Committee to await the report from the Internal Auditor to assess initial priorities.

S23/09. Stakeholder Engagement: Felicitas Freeman recommended that surveys should not be carried out until there is a data management policy in place. Clerk advised a privacy policy is in place on the website and that the Council should ensure that any surveys have adequate measures in place to lawfully process any data provided voluntarily.

Cllr Stuart advised that he does not envisage a village survey being carried out until the summer and that the purpose of this early discussion is so aspects of the survey can be fully considered in advance to ensure that the final survey will provide feedback from the community that the Parish Council can use to aid in its decision-making process.

There was discussion regarding the target demographic, including how best to engage with under 18's – via the school, parents or a potential youth council in the future.

Further discussion surrounding the aims and objectives of any survey and what the Council or Committee would be hoping to achieve from gathering feedback. The Clerk mentioned considering a Parish Council Plan, a document that would outline the longer term aims, objectives and priorities for the Council and feedback from the surveys would feed into this.

Committee members were concerned about the potential of raising expectations of the public and not being able to fulfil the Communities aspirations, either due to the responsibility not resting with the Parish Council or due to financial constraints. The Committee discussed ways to mitigate the risk of this and how to help manage expectations and incorporate how the provision of additional facilities would impact the precept within such a survey.

The HS2 Grant for the Bowls Pavilion Toilet Rebuild Project had a Monitoring & Evaluation Plan which stated surveys around community cohesion and; health & wellbeing would be carried out

before and after this project, it was stated the Bowls Club would carry out the 'before' survey. Cllr Chown advised the Bowls Club had a meeting on Monday 23rd January and Cllr Stuart advised he would contact the Bowls Club with a view to attending the meeting to discuss the survey and see whether they would like input from the Steerings Committee / Parish Council to do this as it is part of the project / grant conditions to do this.

Cllr Bevan mentioned that the Neighbourhood Plan states the Parish Council will carry out a safety & security survey so Committee should consider looking at this in the future.

S23/10. Meeting schedule: It was RESOLVED that the next meetings of the Steerings Committee will be held on 9th February 2023, 16th March 2023, 13th April 2023 at 6:30pm at The Pavilion, Openfield Croft.

There being no further business the Chairman declared the meeting closed at 21:26pm

..... Signed ..... Date