



HELSEBY PARISH COUNCIL

11th March 2025

To: Members of the Policy and Procedures Committee

You are hereby summoned to attend a Policy and Procedures Committee meeting of Helsby Parish Council on Monday 17th March 2025 at 7.00pm in the parish office at Helsby Community Sports Club for transaction of the undermentioned business.

The press and public are welcome to attend. Reports referred to in this agenda are available in advance on request from the Clerk. The Clerk shall record the meeting for the purpose of assisting in taking minutes, following which the recording will then be deleted.

Yours sincerely,

Claire Jones, Clerk and Responsible Financial Officer

AGENDA

1. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
2. To note any apologies for absence. Apologies should be submitted to the Parish Clerk in advance of the meeting.
3. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
4. Confirmation of Previous Minutes. To receive and confirm the minutes of the Policy and Procedures Committee meeting held on 25th November 2024.
5. Clerk's report from the previous meeting.
6. To note the latest Policy Table, and to revise any review periods/renewal dates. To consider a version numbering system on all policies.
7. To review various proposed amendments to the Standing Orders, as presented at the January Full Council meeting, and to update the Policy and Procedures Committee section.
8. To review proposed updates to the following policies (drafts attached):

- Code of Conduct
- Disciplinary Policy
- Equality and Diversity Policy
- General Risk Assessment
- Grievance Policy
- Lone Working Policy/Risk Assessment
- Publication Scheme
- Sickness Absence Policy
- Health and Safety

9. To consider the adoption of a Co-option of Councillors Policy (draft attached).

10. To note any remaining policies which are due for renewal.

11. To note SLCC's suggested list of policies and documentation for a small council (dated 2019) and a list of suggested policies from a recent SLCC workshop/template (dated 2024).
To consider drafting any additional policies based on these lists.

12. To discuss any urgent matters requiring immediate attention – for information only.

13. Date of next meeting – to be confirmed (to be a Monday evening in June).

Core members of this committee: Cllrs. Temple, Stothard, O'Neill, Nicklin, Branigan and Ellams.

Claire Jones – Parish Clerk - Email: clerk@helsbyparishcouncil.gov.uk Phone: (01928) 726433