

STAPLEHURST PARISH COUNCIL

Committee, Group or Sub Group	
Strategy & Policy Group	
Meeting Date & Venue	
8 th August 2016, 7.00pm, Village Centre Committee Room	
Report Author	
Mick Westwood, Parish Clerk	
Report	
Present: Councillors Burnham (TB), Lain-Rose (SL-R), Perry (JP), Riordan (PR) & Silkin (RS); Parish Clerk Mick Westwood (MW)	
1. Apologies: Councillors Butcher, Claridge and Kelly.	
2. Report of Last Meeting 22nd June 2016: Notes were agreed. The report had been issued to Full Council for its meeting on 4 th July (Min 1544).	
3. Outstanding Items:	
a) Affordable Housing Draft Policy – meeting 18/05/16. RS discussed his thoughts about the focus of the draft policy. It was AGREED that it should focus on the encouragement of opportunities for local people.	
b) Affordable Housing Information Event – meeting 18/05/16. MW reported that the Assistant Clerk had been investigating the holding of an information event; a paper reporting findings and requesting a decision would be submitted to Full Council for discussion on 15 th August.	
c) Recording Council Meetings Draft Policy – meeting 18/05/16. RS said that this was still work in progress.	
d) Council & Community Groups Reporting Calendar – meeting 22/06/16 (SL-R/RS). The Group AGREED to recommend to Full Council: (a) <u>ALL groups should make a written report to Full Council once a year</u> ; it was noted that reports are written for the Parish Council's Annual Report but are usually limited by number of words. Therefore where appropriate all groups should be encouraged at the same time to write a fuller report which could be published on the village website. (b) <u>Groups should be encouraged to report all meetings and preferably in writing; any issues for decision must be submitted in writing.</u>	
e) Four Day Working in Parish Office: Practical Issues – meeting 22/06/16. MW reported that the office team had met to discuss possible changes to the office layout and associated furniture requirements. It was AGREED that the possibility of laptops and docking stations for all (instead of workstations) should be investigated.	
f) List of Community Assets – meeting 22/06/16 and Full Council Min1544 (RS/TB/AS/JB). RS said that he had circulated an initial draft to TB/AS/JB, which he would share with S&P Group.	
4. Electronic Distribution of Information – Proposal to encourage take-up of electronic copies of agenda information and reduction in paper copies. The Group discussed the context of the trend in public life towards reduced use of paper and more use of laptops, tablets etc. The short battery life of some devices can cause a problem. It was AGREED that the possibility of wi-fi provision in the Village Centre could usefully be investigated. MW will make enquiries of the Parish Office's service providers.	
5. CCTV Policy – Proposal for a policy to cover SPC's CCTV cameras. Members AGREED	

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to **recommend** to Full Council the proposals in MW's previously circulated paper dated 11/05/16:

"There is a clear expectation in legislation that operators of CCTV systems meet standards and demonstrate that they do. At present self-assessment against the Code of Practice is sufficient but there appear to be signs that legal force could be introduced at some time in the future.

It therefore seems prudent for SPC to take steps now to satisfy itself in a demonstrable way about how its CCTV cameras are managed. Suggested steps are set out below.

1. Undertake self-assessment of CCTV operation against the principles of the Code of Practice
2. Identify and agree any required actions
3. Draw up and implement action programme
4. Draw up, agree and publish SPC CCTV Policy & Guidelines.

Relevant stakeholders such as CCTV suppliers and users (e.g. PCSO) would need to be involved."

- 6. Youth Club** – Proposal for establishment of joint working group to deliver a working agreement between SPC and Staplehurst Youth Group to cover Youth Club site and building. It was AGREED that the main proposal needed to be discussed with PK in his role of trustee of the Youth Club.
- 7. Template Training and Development Policy and Plan** – KALC Model. It was NOTED that the KALC model policy covered training of members and staff. The Group felt that the model was too detailed and too long. SL-R agreed to draft a policy for SPC to include the requirement to attend at least one training event each year. SL-R advised that the Staff Group was working on staff policies that referenced training. It was AGREED that to facilitate consistency it would be appropriate for them to be shared with the Strategy & Policy Group.
- 8. Financial Regulations** – Proposed Amendments reviewed by Finance Group. The meeting AGREED that the revised regulations be circulated to all councillors and to **recommend** to Full Council that the amended regulations be adopted.
- 9. Finance Group Terms of Reference** – Proposed Amendments reviewed by Finance Group. The meeting AGREED that the revised terms of reference be circulated to all councillors and to **recommend** to Full Council that the amended terms of reference be adopted. The meeting observed that it AGREED with the scope of activities of Finance Group as set out in Section 3 of the Terms of Reference and specifically the review and making of recommendations concerning financial regulations and publication of financial data.

Meeting closed at 8.45pm.

Date & Venue of next meeting

A Monday evening in October t.b.c.