

**POLICY COMMITTEE**  
**23 June 2015**

**Present:** Councillors Beck, Campbell, Draper, McIntyre, Mellows, Nicholson, Swift, Upson, Westmorland & Wootton.

**Apologies:** Councillor Briggs, Jones, Morris & Riley

**68 APPOINTMENT OF CHAIRMAN**

Councillor Draper proposed Councillor Campbell for the position of Chairman of the Policy Committee. This was seconded by Councillor Upson.

**RESOLVED:** that by a unanimous vote Councillor Campbell was appointed Chairman of Policy for the ensuing year.

**69 APPOINTMENT OF VICE CHAIRMAN**

Councillor Draper proposed Councillor Nicholson for the position of Vice Chairman of the Policy Committee. This was seconded by Councillor Swift.

**RESOLVED:** that by a unanimous vote Councillor Nicholson was appointed Vice Chairman of Policy for the ensuing year.

**70 DECLARATIONS OF INTEREST**

Councillors should disclose pecuniary or non-pecuniary interest/s in any item/s on this agenda.

**The Chairman to read out the following statement.** Members are referred to, and shall observe, the provisions of the Hemsworth Town Council's Code of Conduct. If a Councillor has a Disclosable Pecuniary Interest he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the discussion or vote. If any interest (Pecuniary or Non-Pecuniary) has not been entered in the Town Council's register then you must disclose it at the meeting and inform the Monitoring Officer within 28 days of the date of initial disclosure. Failure to abide by the provisions of the Code in regard to Disclosable Pecuniary Interests now amounts to a criminal offence.

**No Disclosures were made.**

**71 MINUTES**

**RESOLVED:** That the Minutes of the Meeting held on 05<sup>th</sup> May 2015 as detailed in Minute Book No. 7, 2014/2015, pages 289 – 290 and as adopted by the Town Council on 19<sup>th</sup> May 2015, be received and approved.

**72 REVIEW OF TOWN COUNCIL POLICY AS EMBODIED IN MINUTE BOOK No. 1 2015/16.**

Members reviewed Minute Book No. 1, no matters were raised and the minutes were moved.

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**73 HEALTH & SAFETY ISSUES**

The Deputy Clerk/Office Manager reported on the quarterly report from the Council's Health and Safety advisors.

**It was agreed:** that the information be noted.

**74 MEETINGS FOR TOWN & PARISH COUNCILS IN THE SOUTH EAST**

The Chairman of the Town Council reported on the Town and Parish Council meetings.

**It was agreed:** that the information be noted.

**75 VALE HEAD PARK**

The Vice Chairman of the Council, Councillor Draper reported on the issues relating to the golf course at Vale Head Park and proposed that the Council look into the feasibility of taking over the service. This was seconded by Councillor Upson.

**RESOLVED:** That a feasibility report on the taking over of this service is carried out and the findings reported back to Committee.

**76 EXCLUSION OF PRESS & PUBLIC**

**RESOLVED:** That in view of the confidential nature of business to be transacted, it is advisable, in the public interest, that the public and press be excluded and they are instructed to withdraw.

**Councillor Wootton declared a non pecuniary interest in the next agenda item.**

**77 1 BANK STREET**

Members were informed of the request received in relation to the sale/lease of 1 Bank Street.

**It was agreed:** that an up to date value for sale or lease of the building is obtained and reported back to Committee.

**78 HEMSWORTH COMMUNITY – STRATEGIC PLANNING STRATEGY**

**a. Contractual/Legal Issues (including update S106 Sport Contribution).**

The Chairman of the Council updated members of the current position.

**It was agreed:** that the information be noted.

**b. Strategic Plan (2015-2019)**

The Chairman of the Council highlighted the need for the Council to have a plan for the next four year.

**It was agreed:** that members consider their own options for a plan and report back to the next Policy Committee.

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**78 HEMSWORTH COMMUNITY – STRATEGIC PLANNING STRATEGY - continued**

c. Staff Development Policy/Training Statement of Intent.

The Chairman of the Council highlighted the need for the Council to have a Staff Development Policy and that the Deputy Clerk/Office Manager had agreed to take L07 Module of CiLCA and that the Development/Events and Office Administration Officer had agreed to take a Management and Leadership Course available at Wakefield College.

**It was agreed:** that Policy Statement circulated at the meeting be approved with an additional section stating that - Managers/supervisors would be supported in the development of their performance management skills.

**Meeting closed at 19:30**

Rachel Middleton  
Deputy Clerk/Office Manager  
23 June 2015