

Laleston Community Council

Minutes of a Special Meeting held on 30 January 2020 commencing at 6.00pm in Blandy Hall.

Present: Cllr's A Berrow, B Davies, M Fouracre, C Green, T Green, P Davies

In attendance: Clerk - Gail Jewell

1. The Council undertook a short period of silent reflection.
2. 19.186 **Apologies:** Cllrs D Wooldridge, I Spiller, C Smith, C Davies, JP Blundell, T Turner
3. 19.187 To Review and Adopt Policies, Financial Regulations and Standing orders for Laleston Community Council.

i. Annual Leave Policy

Members included the following text under the heading of Holiday Entitlement that was taken from the model contract of employment:

You are entitled, in addition to the normal bank holidays and public holidays, to 21 working days' leave in each leave year (pro rata for part time employees). In addition to normal bank and public holidays, you will be entitled to two extra statutory days.

Your leave entitlement will increase to 25 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.

If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your salary payment will be made for any leave taken in excess of your entitlement.

Other than the afore-mentioned addition, Members duly reviewed and adopted this policy. Proposed by Cllr B Davies, Seconded by Cllr M Fouracre.

ii. Anti Bribery, Fraud and Corruption Policy

Members duly reviewed and adopted this policy. Proposed by Cllr T Berrow. Seconded by Cllr P Davies.

iii. Anti Harassment and bullying Policy

Members duly reviewed and adopted this policy. Proposed by Cllr T Green. Seconded by Cllr B Davies.

iv. Capability Policy – Performance

Members duly reviewed and adopted this policy. Proposed by Cllr B Davies. Seconded by Cllr C Green.

v. Data Protection Policy

Members reviewed this Policy and confirmed that the document required updating to include the current Clerk's name and address.

Other than the afore-mentioned addition, Members duly adopted this policy.
Proposed by Cllr T Berrow. Seconded by Cllr C Green

vi. Dignity at work Policy

Members duly reviewed and adopted this policy. Proposed by C Green. Seconded by Cllr M Fouracre.

vii. Disciplinary Procedure

Members duly reviewed and adopted this policy. Proposed by Cllr M Fouracre. Seconded by Cllr T Berrow.

viii. Display Screen Equipment Policy

Members reviewed this policy and confirmed that in the section 'Monitoring and review' that 'Council and the Clerk' should be inserted.

Other than the afore-mentioned addition, Members duly adopted this policy.
Proposed by Cllr M Fouracre. Seconded by Cllr B Davies.

ix. Document Retention and Disposal Policy

Members duly reviewed and adopted this policy. Proposed by Cllr P Davies. Seconded by Cllr T Green.

x. Equality and Diversity Policy

Members duly reviewed and adopted this policy. Proposed by Cllr C Green. Seconded by Cllr T Berrow.

xi. Expenses Policy

Members duly reviewed and adopted this policy. Proposed by Cllr T Green. Seconded by Cllr P Davies.

xii. Grievance Procedure

Members duly reviewed and adopted this policy. Proposed by Cllr T Berrow. Seconded by Cllr M Fouracre.

xiii. Health and Safety Policy

Members duly reviewed and adopted this policy. Proposed by Cllr P Davies. Seconded by Cllr C Green.

xiv. Lone Working Policy

Members reviewed this policy and confirmed that in the section 'Responsibility' that 'Council and the Clerk' should be inserted.

Other than the afore-mentioned addition, Members duly adopted this policy. Proposed by Cllr M Fouracre. Seconded by Cllr B Davies.

xv. Maternity Leave Policy

Members reviewed this policy and confirmed that with reference to occupational pay, Laleston Community Council confirmed that they would offer what Bridgend County Borough Council (BCBC) provide for their employees. Policy has been updated in line with BCBC's policy.

Members also concluded that where the policy requests a job title/name that 'Your line manager / and or Chair' should be inserted.

Other than the afore-mentioned additions, Members duly adopted this policy. Proposed by Cllr T Berrow. Seconded by Cllr C Green.

xvi. Parental Leave Policy

Members reviewed this policy and confirmed that in the section 'Before taking parental leave' that 'your line manager/and or Chair' should be inserted.

Other than the afore-mentioned addition, Members duly adopted this policy. Proposed by Cllr T Green. Seconded by Cllr P Davies.

xvii. Paternity Leave Policy

Members duly reviewed and adopted this policy. Proposed by Cllr T Berrow. Seconded by Cllr M Fouracre.

xviii. Policy and Procedure on Risk Assessment and Hazard Identification

Members reviewed this policy and confirmed that in the section 'Responsibility' that 'Council and the Clerk' should be inserted.

Other than the afore-mentioned addition, Members duly adopted this policy. Proposed by Cllr T Green. Seconded by Cllr P Davies

xix. Protocol between Members and Officers

Members duly reviewed and adopted this policy. Proposed by Cllr T Green. Seconded by Cllr B Davies.

xx. Shared Parental Leave Policy

Members reviewed this policy and confirmed that with reference to the additional enhanced options for parental pay and absence, Laleston Community Council confirmed that they would offer what Bridgend County Borough Council (BCBC) provide for their employees. Policy has been updated in line with BCBC's policy.

Members also concluded that where the policy requests a job title/name that 'Your line manager / and or Chair' should be inserted.

Other than the afore-mentioned additions, Members duly adopted this policy.
Proposed by Cllr T Berrow. Seconded by Cllr C Green.

xxi. Sickness Absence Policy

Members duly reviewed and adopted this policy. Proposed by Cllr P Davies.
Seconded by Cllr T Green.

xxii. Social Media Policy

Members reviewed this policy and confirmed that 4.1 should state 'All staff'.

Other than the afore-mentioned addition, Members duly adopted this policy.
Proposed by Cllr T Berrow. Seconded by Cllr C Green.

xxiii. Stress Management Policy

Members reviewed this policy and confirmed to include the additional paragraph relating to the Council seeking professional advice in relation to the management of employees who are suffering from stress.

Other than the afore-mentioned addition, Members duly adopted this policy.
Proposed by Cllr C Green. Seconded by Cllr M Fouracre.

xxiv. Whistleblowing Policy

Members duly reviewed and adopted this policy. Proposed by Cllr B Davies.
Seconded by Cllr P Davies.

xxv. Standing Orders

Members duly reviewed and adopted this policy. Proposed by Cllr T Green.
Seconded by Cllr T Berrow.

xxvi. Financial Regulations

Members reviewed this policy and confirmed the following changes:

1.14 2nd bullet point 'approve any grant or single commitment'.

3.1 'Council' and 'November'.

3.2 'November'.

4.1 1st bullet point '£500'.

4.1 2nd bullet point '£1,000'.

4.4 'October'.

4.5 '£1000'.

4.8 '15%'.

5.5 c) '£30,000'.

6.4 'or by one Member of the Council and by the Clerk'.

6.17 'Two Members, or one member of the Council and by the Clerk'.

6.18 '£500' unless authorised by Council or 'two Members' in writing before any order is placed.

11 g. '£25,000', '£100', '£5,000'.

12 Include whole section.

13 Include whole section.

14.2 '£250'.

16 Include whole section.

Other than the afore-mentioned additions, Members duly adopted this policy.
Proposed by Cllr B Davies. Seconded by Cllr M Fouracre.

4. 19.188 Cylch Meithrin Gwdihw

- i. Following discussions regarding Cylch Meithrin Gwdihw not adhering to the hirer terms and conditions, **Council agreed to seek legal advice in the first instance.**

5. 19.189 Any Other Business

- i. Members highlighted that the Laleston Community Council website required significant improvements to bring the content up to date. Following discussions, **Council agreed for the Clerk to seek an external company to host and maintain the website.**

There being no further business, the meeting ended at **7.30pm.**