

## COMMUNITY GOVERNANCE REVIEW WORKING PARTY

Notes of the meeting held on Monday 23 January 2017 at 4pm in the Penn Chamber,  
Three Rivers House.

Working Group Members present:

Councillors Martin Trevett, Kemal Butt, Paula Hiscocks, Heather Kenison, Debbie Morris, Sarah Nelmes, Ralph Sangster, David Sansom and Alison Wall.

Officers: Steven Halls, Chief Executive  
Cathy Watson, Head of Human Resources, TRDC and WBC  
Anne Morgan, Solicitor to the Council  
Sarah Haythorpe, Principal Committee Manager  
Helen Wailling, Committee Manager

Also in attendance:

Councillor Steve Drury

Carina Helmn, County Officer - Hertfordshire Association of Parish and Town Councils (HAPTC)

### 1. Apologies for Absence

Apologies were received from Councillor Reena Ranger.

### 2. Declaration of Interests

There were none.

### 3. Minutes of previous meeting

The minutes of the meeting held on 17 October 2016 were agreed and signed as a correct record.

### 4. Updates on Actions in Minutes

**Premises** - Quote for premises (e.g. Rivertech) be obtained ✓ **Completed**

Quote from Rivertech:

large room - £500 per month (plus VAT)

meeting room - £20 an hour (plus VAT) based on usage of three hours a month

**Website** - Information on the new Council on TRDC website ✓ **Completed**

**Domain Name** – to be purchased ✓ **Completed**

Domain name being purchased from the official Government body and will need to be in the format batchworth-pc.gov.uk

Link be put on domain name page redirecting to TRDC website – *in progress*

**Date of first meeting** - 18 May 2017 at 6pm – venue will be the William Penn Room at

Rivertech, which hold up to 30 people. If more people attend, the Penn Chamber at TRDC has been booked as a backup.

**Annual meeting of electors** – often used for community engagement. Legislation requires this meeting to be held in March, April or May each year. Agreed will be held on 31 May 2017 – venue to be booked - **ACTION**

**Publicity** - Summons to first Parish Council meeting to go on local noticeboards and sent to local contacts list used during Community Governance Review – **ACTION**

**Public Liability Insurance** - to be purchased to make sure is in place for new Council from 1 April 2017 ✓ **Completed**

**Draft Policies all completed and noted by Members, to be passed to Interim Council from 1 April 2017.**

1. Code of Conduct
2. Complaints Policy
3. Data Protection Policy
4. Disciplinary and Grievance Arrangements
5. Documentation Retention Policy
6. Equal Opportunity Statement
7. Equality and Diversity Policy
8. Financial Regulations
9. Grant Application Form
10. Grant Awarding Policy
11. Health and Safety Policy
12. Publication Scheme
13. Risk Assessment and Management Policy
14. Scheme of Delegation
15. Standing Orders
16. Statement of Intent on Training and Development for Members and Staff

#### **5. Information from Cathy Watson, Head of Human Resources, Three Rivers District Council and Watford Borough Council**

The HR Service currently provided an HR Service (with the exception of payroll) to Chorleywood Parish Council and to Abbots Langley Parish Council, at a charge.

The new Council would need to recruit a Clerk - Terms and Conditions and a contract would need to be in place for this.  
The HR Service could also provide support for the interview process.

Members noted the following:

- The recruitment process for the Clerk may need to be started before May, so that the post would be filled in good time.
- Templates for HR documents could be prepared for the new Council.
- The new Council may not want to go down the traditional route of a full time Clerk and rental of an office space – e.g. the Clerk could work from a tablet device from their home.

#### **6. AOB / Date of next meeting**

Agreed actions:

- This working group would not need to meet again.
- Interim Council to meet in early April 2017 – date to be confirmed, to discuss in further detail the possible services which the Parish Council could provide, and for further information in regard to Human Resources.

#### **7. Publication of Agenda**

That the agenda and reports for this meeting be published immediately.