

Kingsbridge Town Council

MINUTES OF A MEETING OF THE POLICY COMMITTEE HELD ON TUESDAY 20 JANUARY 2015 AT 6.00 P.M. IN QUAY HOUSE

Present: Cllr Jax Williams (Chairman)
Cllr Anne Balkwill
Cllr Tom Coulthard
Cllr Cllr Wayne Grills
Cllr Irene Jeeninga

In attendance: Martin Johnson (Secretary)

14/22 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Matt Farrand, Robin Griffin and Steve Sidney.

Cllr Farrand had requested to stand down from the committee and Cllr Coulthard was adopted as his replacement.

Public Open Forum

There were no members of public present.

14/23 DECLARATIONS OF INTEREST

There were no declarations of interest.

14/24 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 2 September 2014 were approved as a correct record.

14/25 CCTV

Members were in receipt of a draft Code of Practice for the CCTV System to replace the current policy dated October 2007. It was **RECOMMENDED** to adopt a revised "Code of Practice for the Management and Operation of the CCTV System" dated January 2015.

Members conducted an annual review of the CCTV System as advised by the Home Office and Information Commissioner. It was **RECOMMENDED** to maintain operations of the KTC managed CCTV System as existing.

14/26 HEALTH & SAFETY

Members were in receipt of a first draft Health & Safety Policy to replace the current document. It was **RECOMMENDED** for a revised Health & Safety Policy to be progressed.

14/27 PRIORITIES 2011-2015

Members were in receipt of the town council's (KTC) agreed Priorities for 2011-2015 and reviewed the same. It was considered that much had been achieved over the last 4 years and that the new administration in May 2015 may wish to consider developing its own ambitions. Several "Have you picked your 5 today?" litter signs required to be replaced; to be actioned by staff. It was **RECOMMENDED** to note KTC's Priorities for 2011-2015.

14/28 LOCAL COUNCIL ELECTIONS

Members were in receipt of KTC information produced in 2011 to make the community aware of the local council elections, to encourage them to stand as a councillor, and to vote. South Hams District Council's notice of election was anticipated mid-March leading up to polling day itself on Thursday 7 May. It was **RECOMMENDED** to promote the local council elections by:

- producing a newsletter with all relevant information (for noticeboards and availability in Quay House),
- requesting a table at the Farmers' Market in the town square on Saturday 21 March (nomination packs to be available),
- requesting a table at the annual Community Awareness Event in the Market Hall (subject to timing),
- Cllr Coulthard requesting to discuss/invite questions from 6th formers at Kingsbridge Community College.

14/29 ANNUAL TOWN MEETING

Members were in receipt of information regarding the Annual Town Meeting which had to be held between 1 March and 1 June, with a formal agenda, and should not commence before 6.00 p.m. In the last 2 years KTC had held informal/interactive meetings on the town square which had addressed topical matters and achieved much footfall. The Chairman and Town Clerk had been available for members of public post-6.00 p.m. on a following weekday. It was **RECOMMENDED** to hold the Annual Town Meeting:

- in a similar style to 2013 and 2014,
- during a Farmers Market on a Saturday morning,
- to primarily promote local council elections (in conjunction with agenda item 14/28 above) and to gauge opinions/communicate with local residents on other topical local government/community matters.

14/30 POLICIES

Members were in receipt of a listing of policy documentation suggested for local councils which had been annotated to compare/contrast with policies held by KTC. It was reported that KTC's procedures were economical in certain areas particularly personnel and communications. It was **RECOMMENDED** for KTC to adopt a range of new policies for the new mayoral year/administration beginning May 2015.

14/31 COMMUNICATIONS

Members reviewed the manner in which KTC relayed its business to local residents. In particular, the website and social media were reviewed. While the information was considered satisfactory the website itself was difficult to navigate given the current provider's format. Moreover, Facebook could be used to report KTC's decisions and news with a qualification that it could not be monitored 24/7, was an information giver/sharer and was not a sounding board for local opinion (which should continue to be directed to the Council Offices/meetings). It was **RECOMMENDED** to progress a new website and introduce Facebook.

14/32 LOCAL COUNCIL AWARD SCHEME

Members had received information and been directed to the launch of a new Local Council Award Scheme which replaced the Quality Council scheme. It was considered that the scheme would be of interest to local councils only and not the wider community/principal councils and such awards could be perceived as self-serving. It was **RECOMMENDED** to monitor the new Local Council Award Scheme and review in 12 months' time.

14/33 DATE OF NEXT MEETING

Tuesday 7 April 2015 at 6.30 p.m.

The meeting closed at 7.45 p.m.