



**Minutes of the Policy and Resources Committee meeting held on Thursday  
23 January 2020 in the George and Dragon Hotel, Dent**

Present: Juliet Hoggar, Ian Mitchell, Gary Seekins, Graham Dalton

*To be presented at the Policy and Resources Committee meeting on Monday 23 March 2020*

<b>PR20</b>	<b>/19</b>	<b>Welcome:</b> Everyone was welcomed to the meeting.	
<b>PR21</b>	<b>/19</b>	<b>Apologies for absence:</b> <b>RESOLVED</b> that there were no apologies as everyone was present.	
<b>PR22</b>	<b>/19</b>	<b>Declarations of Interest:</b> <b>RESOLVED</b> that there were no declarations of interest.	
<b>PR23</b>	<b>/19</b>	<b>Minutes of the last meeting:</b> <b>RESOLVED</b> that the minutes of the meeting on Thursday 28 November 2019 were a correct record and a copy was duly signed by the Chair.	
<b>PR24</b>	<b>/19</b>	<b>Current Outstanding Issues:</b> <b>RESOLVED</b> that there were no outstanding issues that had not been resolved.	
<b>PR25</b>	<b>/19</b>	<p><b>New Issues:</b></p> <p><b>Neighbourhood Watch Review</b> – It was acknowledged that John Sibley had done a great job in leading the NHW group for so long. He had handed over to Juliet Hoggar around 18 months ago. Since then things have moved on and Juliet confirmed she had only been contacted twice in the last 18 months.</p> <p>Social Media and strong networks within the community were taking over and if nothing came in to NHW then nothing could be put out.</p> <p>6 new arrivals in the dale had been contacted but none had signed up to NHW.</p> <p>None of the recent thefts had been reported to NHW.</p> <p>A lot of the emergency services have now withdrawn from the CCMS messaging system as it is not easy to use, so the amount of information is now much less.</p> <p>It was <b>RESOLVED</b> to compare the names of those people currently registered to CCMS with those who are registered on the Facebook group to see if there was overlap before taking any further action.</p> <p><b>Emergency Plan Review</b> – This was handed over at the same time as NHW and thankfully has never had to be enacted.</p> <p>Again, the work of John Sibley in setting this up was acknowledged.</p> <p>However, the document is considered to be too big with far too many people involved. Some of the people named in the plan have now passed on or moved away and so a review is needed.</p> <p>It was suggested that the Parish Council should have overall responsibility for this and that there should be one point of contact with a cascade system.</p> <p>It was <b>RESOLVED</b> that Gary Seekins will look into revising the plan and bring a recommendation to this committee.</p> <p><b>New Staff Appraisal Procedure</b> – The clerk presented a new procedure for conducting staff appraisals which formalised the process. All staff will be appraised annually in March by the Policy and Resource Committee (or members thereof).</p> <p>Staff will be given the opportunity to be involved in the appraisal and have their say before a recommendation is put to full council.</p> <p>A form was presented which the appraiser and appraisee will complete and this will be put on the staff member's record.</p> <p>It was <b>RESOLVED</b> to adopt this new procedure with effect from March 2020.</p> <p><b>Committee Meeting Calendar 2020</b> – A draft calendar for 2020 was presented by the Clerk. It was recognised that the 2019 calendar had too many meetings planned and so the 2020 calendar had been cut down to provide a maximum of two committee meetings per month. Also, there were to be no committee meetings in August and September as these were recognised as holiday months. It was <b>RESOLVED</b> to adopt this calendar as presented.</p> <p><b>School Governors Boiler Grant</b> – Nothing further had been heard on this and it was agreed that the Clerk should phone the Chair of Governors to discuss.</p>	

Chairperson:.....

Date:.....



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<b>PR26</b>	<b>/19</b>	<p><b>Date of next meeting:</b>  <b>RESOLVED</b> that the next meeting will be held on Monday 23 March 2020 at 7.30pm in the Sedgwick Room.</p> <p>Meeting closed at 20.25</p>	
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Chairperson:.....

Date:.....