



## Minutes of a Meeting of the People Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 25<sup>th</sup> June 2024

**Present:** Cllrs Hillier-Wheal (Chair), Harris (Vice Chair), Mignot and Winstanley

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)

**Public Attendance:** 0 members of the public were present.

**PPL\_2425\_M01/**

### Public Session

#### 1 Apologies for Absence

1.1 All Committee Members were present.

#### 2 Declarations of Interest and Requests for Dispensations

2.1 None declared or requested.

#### 3 To discuss, amend if necessary, and recommend the Mission Statement and Aims of the Council

3.1 The mission statement and aims had been circulated with the papers for the meeting.

3.2 Following discussion it was agreed that the Mission Statement should be amended to “To work on behalf of the people of Bishopstoke to enhance our village as a great place to live, work and visit”.

3.3 The Aims were accepted as they are but it was felt that they really needed Objectives in place to underpin specific projects or actions the Council would like to complete to further those aims. It was also agreed that it would be useful to have proposals and reports on projects include a statement on how they impact the four aims. Finally it was agreed that bodies or individuals applying for grants should also have to say how their proposals would impact the four aims.

**Action: Clerk – to amend the grant application process, grant awarding policy and other documents as necessary to reflect the greater focus on the Aims of the Council.**

3.4 Proposed Cllr Winstanley, Seconded Cllr Hillier-Wheal, **RECOMMENDED** unanimously that the Council Mission be amended to become “To work on behalf of the people of Bishopstoke to enhance our village as a great place to live, work and visit”, and that the Aims remain as they are.

**Action: Clerk – to add the Mission and Aims to the next Full Council agenda.**

3.5 The Clerk was asked to give as much notice as possible to Councillors so that they have time to think about possible Objectives to underpin the Aims

**Action: Clerk – to contact Councillors the following day regarding the Objectives of the Council.**

**4 To discuss the procedure for appointments to elected positions within Council and make recommendations**

4.1 Following a suggestion made at Full Council by Councillor Dajani, Committee members discussed the process for electing the Chair in particular, but other senior positions more generally too.

4.2 After discussion it was felt that the current system should stay in place. However, it was thought that it would be helpful to all Councillors if, at the beginning of the first Council meeting each cycle, each Councillor in turn introduced themselves to the rest.

4.3 Proposed Cllr Harris, Seconded Cllr Mignot, **RECOMMENDED** unanimously that there be no change to how the Chair and other positions are elected.

**5 To amend the Council's employee contracts so that the holiday year begins on 1st January each year**

5.1 A memo covering the reasons for the change had been included with the supporting papers for this meeting.

5.2 Committee members agreed that the flexibility of Easter could cause confusion. Various alternatives were discussed.

5.3 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously to start the Council leave year on January 1<sup>st</sup> each year, and amend contracts accordingly.

**Action: Clerk – to amend the Clerk's contract and ensure new starter's contracts reflect the change.**

**6 To recommend an amendment to the People Committee terms of reference regarding membership of the Committee**

6.1 A document detailing the proposed changes to the terms of reference had been included with the supporting papers for this meeting.

6.2 After discussion, Cllrs agreed to amend new clause 1.2.2 to read "If the Councillor is Chair of two committees then the Vice Chair of whichever of those committees comes first out of Finance, Assets and Planning will become a member of the People Committee. If they are already a member then the Vice Chair of the second Committee will become a People Committee member."

6.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RECOMMENDED** unanimously to approve the recommended changes to the Planning Committee terms of reference, including the amendments agreed in Minute 6.2.

**7 To receive the overtime report**

7.1 The overtime report had been included with the supporting papers for this meeting and was noted.

**8 To receive the Clerk’s report on People Committee matters**

8.1 The Clerk’s report had been included with the supporting papers for the meeting and was noted.

**9 Date, time, place and agenda items for next meeting**

9.1 The next public meeting of the People Committee will take place on Tuesday 22<sup>nd</sup> October at 7:30pm in Bishopstoke Methodist Church. Any agenda items should be with the Clerk by Tuesday 15<sup>th</sup> October.

9.2 Cllr Harris gave his apologies in advance for the meeting on October 22<sup>nd</sup>.

*There being no further business, the Chair closed the meeting at 8:25pm*

DRAFT

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_