# Brundall Parish Council

Advisory and Scrutiny Committee Meeting Minutes

**14th October 2021 held online via Zoom**

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| Present: Chairman J Warne, Cllr J Mickelburgh, Cllr G Springett, Deputy Clerk: C Dickson | | | |
| *Minute* | *Details* | *Action* |
| **AC207** | **Apologies for Absence**  None. |  |
| **AC208** | **Declarations of Interest**  None received.  [Cllr Springett joined the meeting] |  |
| **AC209** | **Minutes of the Last Meeting 13th July 2021**  The minutes wereunanimously **approved**. |  |
| **AC211** | **Matters Arising**  AC204 – fire safety advice from Cllr Warns – the Deputy Clerk will check this has been completed. |  |
| **AC212** | **Public Participation**  None in attendance. |  |
| **AC213** | **Bullying and Harassment Policy**  The proposed new policy was considered in detail but the committee concluded it needed to be split into two.  The Committee **resolved** to defer consideration of the policy to the next meeting where separate Bullying and Harassment policies for Elected Officials of the Council, and Employees and Subcontractors of the Council could be considered. |  |
| **AC214** | **Risk Management Policy**  The revised Risk Management Policy to include the land at Yarmouth Road for the Sports Hub was considered. No amendments were suggested. The Committee **resolved** to put forward the revised Risk Management Policy to full Council for approval. |  |
| **AC215** | **Communications Policy**  Several changes to the Communications Policy were discussed but it was due to a disagreement over wording and time constraints it was not possible to finish reviewing the whole document.  The Committee **resolved t**o adjourn the meeting at 19:27 |  |
| **AC216** | **Items for the next Agenda (not for discussion)**  Bullying and Harassment Policy  Communications Policy  Casual Vacancy (Co-option) Policy  Review of the Staffing Committee Terms of Reference  Reserves Policy |  |
| **AC217** | **Calendar Dates for the Year Ahead:**  **Meeting in November – date tbc**  **11th January 2022**  **Meeting Closed at 19.27pm** |  |
|  | Signed as a true record…………………………………………….. Date…………………………… |  |