# Brundall Parish Council

Advisory and Scrutiny Committee Meeting Minutes

**18th October 2022 held online via Zoom**

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| Present: Chairman J Warne, Cllr J Mickelburgh, Cllr R Tungate, Deputy Clerk: C Dickson  |
| *Minute* | *Details* | *Action* |
| **AC244** | **Apologies for Absence** Cllr Mickelburgh had trouble accessing the meeting. |  |
| **AC245** | **Declarations of Interest**None received. |  |
| **AC246** | **Minutes of the Last Meeting 19th April 2022**The minutes wereunanimously **approved**. |  |
| **AC247** | **Matters Arising**None. |  |
| **AC248** | **Public Participation** None in attendance. |  |
| **AC249** | **Communications Policy**The Clerk requested that the Communications Policy be reviewed with a view to including Social Media posts and Councillor access to the website. In preparation for the meeting the Deputy Clerk realised that the information technology section of the original Communications Policy was about equipment not communication and therefore proposed removing it to make a separate policy. This was **approved** by the Committee and will be put forward to full Council. The following sections were added to the renamed Communications and Social Media Policy:The use of digital and social media and electronic communication enables the Parish Council to interact in a way that improves the communications both within the Parish Council and between the Parish Council and the people, businesses and agencies it works with and serves. The Parish Council has a website, a Facebook page, and uses email to communicate. The Parish Council will always try to use the most effective channel for its communications. Over time the Parish Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements. The Parish Council Facebook page and website are intended to provide information and updates regarding activities and opportunities within our Parish and promote our community positively. Rules of engagementCommunications from the Parish Council will meet the following criteria: * Be civil, tasteful and relevant;
* Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
* Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
* Not contain any personal information, other than necessary basic contact details;
* If official council business it will be moderated by either the Chair/Vice Chair of the Parish Council or by the Clerk to the Parish Council;
* Social media will not be used for the dissemination of any political advertising.

Facebook and other Social Media sitesIn order to ensure that all discussions on the Parish Council’s Social Media are productive, respectful and consistent with the Council’s aims and objectives, we ask users to follow these guidelines: * Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
* Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Parish Council members or staff, will not be permitted.
* Share freely and be generous, but be aware of copyright laws; be accurate and give credit where credit is due.
* Stay on topic.
* Refrain from using the Council’s Facebook page for commercial purposes or to advertise, market or sell products.

The sites are not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us. Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the Council’s Clerk and/or members of the council by emailing. The Council retains the right to remove comments or content that includes:* Obscene or racist content
* Personal attacks, insults, or threatening language
* Potentially libellous statements.
* Plagiarised material; any material in violation of any laws, including copyright
* Private, personal information published without consent
* Information or links unrelated to the content of the forum
* Commercial promotions or spam
* Allegations of a breach of a Council’s policy or the law

The Parish Council’s response to any communications received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council’s discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Parish Council may post a statement that, ‘*A post breaching the Council’s Social Media Policy has been removed*’. If the post alleges a breach of a Council’s policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.Parish Council emailThe Clerk(s) to the Council can be contacted at: clerk@brundall-pc.gov.uk and deputy.clerk@brundall-pc.gov.uk.The email accounts are monitored mainly during office hours, Monday to Friday, and the Clerks aim to reply to all questions sent as soon as they can. The Clerks are responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerks, and otherwise will always be copied to the Clerks.Individual councillors are at liberty to communicate directly with parishioners in relation to their own personal views and, if appropriate, copy to the Clerks, but must make it very clear that they are not writing on behalf of the Council. NB any emails copied to the Clerks become official and will be subject to The Freedom of Information Act.These procedures will ensure that a complete and proper record of all correspondence is kept.In addition the postal address of the Council was added into Correspondence and the website address inserted into Website.The sentence “Only the Clerks to the Council shall have access for editing the website and its content” was amended to “Access for editing the website and its content will be limited to the Clerks to the Council and a nominated Councillor as approved by the Full Council”.The Committee **resolved** to put forward the above amendments to full Council for approval. |  |
| **AC250** | **Grants and Donations Policies**Cllr Savory requested that the application form for both grants and donations be incorporated into the policies. In addition the Committee added the following descriptions to the start of each policy:* Donations – ‘Donations are a gift to benefit a cause’
* Grants – ‘A sum of money awarded to an organization in anticipation of it being used for an agreed purpose’

The Committee **resolved** to put forward the above amendments to full Council for approval. |  |
| **AC251** | **Terms of Reference**Land Management Committee – revisedChanges approved by the LMC at the July meeting were considered. 3 small amendments were made:* ‘governance’ was added to the list of responsibilities detailed at the start
* The Village Green group was added to the list of those to be included in the committee
* In light of the increase of costs everywhere the suggested single expenditure limit be £1,500 not £1,000

The Committee **resolved** to put forward the above amendments to full Council for approval.Countryside Park Group – newWithdrawn with a recommendation to full Council to form a working party with a representative from each of Land Management, Cremer’s Meadow, Countryside Park Group, and the Village Green to look at general Working Group Terms of Reference.Staffing Committee - revisedParagraph 8 - an additional sentence was added: “The appraisal will not be conducted by the member of staff’s mentor.”The Committee **resolved** to put forward the amended Staffing Committee Terms of Reference to full Council for approval. |  |
| **AC252** | **Allotment Documents**Waiting List Policy – revisedA few minor changes were made to the policy agreed at the Land Management Committee meeting in April:* Eligibility for an Allotment: the word ‘yet’ was removed from the second sentence of the third paragraph.
* Eligibility for an Allotment: the word ‘However’ was inserted in front of ‘Brundall residents will always have priority’ and the words ‘on the waiting list’ was added after.
* Joining the Waiting List: the word ‘noted’ was amended to ‘read’ in the paragraph for.
* Existing Tenants: the last sentence was amended to read ‘For example, that they are only interested in a specific plot, an adjoining plot, or one close by, then this should be made known.’
* Existing Tenants: the last paragraph was amended to ‘Tenants will not be allowed to hold more than the equivalent of one full-size plot.’
* Being Offered a Plot: ‘within 2 weeks’ was inserted into the second paragraph, after ‘If that offer is not taken up…’.
* Death of a Tenant: ‘husband and wife’ was amended to ‘husband, wife, or partner’ in the third paragraph.

Animal Husbandry document – newThere were no changes suggested to this document, agreed at the Land Management Committee meeting in July.Livestock Registration Form - newAgreed at the Land Management Committee meeting in July. A date for when the form was submitted to the tenant and received back was inserted into the footer.  |  |
| **AC253** | **GDPR Policy**Deferred to the next meeting. |  |
| **AC254** | **Items for the next Agenda (not for discussion)** GDPR. Terms of Reference for Working Groups. |  |
| **AC255** | **Next meeting(s) for the year ahead:**31st January 2023**Meeting Closed at 20.30pm** |  |
|  | Signed as a true record…………………………………………….. Date…………………………… |  |