

**INGLEBY BARWICK TOWN COUNCIL
MINUTES OF THE POLICY COMMITTEE
HELD AT 6.00PM TUESDAY 6TH JUNE 2023**

Present: Cllrs Irwin (Chairman), Barnes, Strike and Watson.

Also in attendance: J McGeeney Town Clerk.

1. **Housekeeping** - The Chairman advised those present of the emergency escape procedures. It was requested that mobile phones be switched to silent. If a call was received and had to be taken Members were politely requested to leave the room.
2. **Apologies for absence** – None.
3. **Declarations of Interest:** None.
4. **Terms of Reference** – The Town Clerk presented the Terms of Reference for the Policy Committee. There were no amendments.
5. **Workplan** – The Chairman had produced a register of Town Council approved policies detailing their agreed date and expiry date. The Town Clerk highlighted that the Internal Control, Internal/External Audit Policy should be reviewed on an annual basis as highlighted by the internal auditor. AGREED that the policy be referred to the full Town Council for approval.
6. **Lone Working Policy** – Councillor Irwin circulated a draft copy of the Lone Working Policy. AGREED that it would be referred to the next meeting of the Town Council for approval and adoption.
7. **Risk Assessment** - The Risk Assessment had been presented to Councillors at the Annual Meeting of the Town Council held on 16th May 2023. Councillor Irwin had incorporated this into the Register of Policies.
8. **Date of next meeting** – To be held on Monday 11th September 2023 at 6.00pm.

The meeting ended at 6.30pm