

**INGLEBY BARWICK TOWN COUNCIL  
MINUTES OF THE POLICY COMMITTEE  
HELD AT 6.00PM THURSDAY 28th JULY 2021  
AT THE RINGS COMMUNITY HUB**

**Present:** Cllrs Irwin (Chairman), Rutland, Watson.

**Also in attendance:** Cllr Patterson, 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 submitted.
3. **Declarations of Interest:** None.
4. **Appointment of Vice Chairman:** PROPOSED by Cllr Rutland and SECONDED by Cllr Irwin and AGREED that Cllr Watson be appointed Vice Chairman of the Policy Committee for 2021/22.
5. **Workplan and Review Progress:** The Policy Committee workplan was submitted for information. The following policies had been through their relevant committees and were to be incorporated into the agreed template and submitted to full council.
  - Complaints Procedure Policy
  - Grievance Procedure Policy
  - Persistent and Vexatious, Complaints and Correspondence Policy
  - Protocol between Councillors and Council Employees

In addition, the Communications and Social Media Policy had been finalised and were to be presented to the Town Council for approval.

6. **Conflict of Interest Policy:** Cllr Patterson had updated the Conflict of Interest Policy and circulated it to Members for information. The Policy Committee felt that the policy should mirror Stockton Borough Council's policy with a caveat for Ingleby Barwick Town Council. Details of Town Councillors' declarations of Interest should appear on the Town Council's website, which the Town Clerk would action. RECOMMENDED that the Conflict of Interest Policy be submitted to the next meeting of the Town Council.
7. **Scheme of Delegation:** Councillor Patterson in conjunction with the Town Clerk had reviewed the duties and responsibilities of the Town Council in which some had been delegated to the Responsible Financial Officer, The Chair of the Council and specific committees. The committees of Town Council do not have delegated power to make resolutions on behalf of the Town Council but make recommendations for endorsement by the full Town Council. It was noted that since the Annual General Meeting the Town and Hub Maintenance Committees had been combined into one and this was to be reflected in the current scheme. RECOMMENDED that the Scheme of Delegation be submitted to the next Town Council meeting.

8. **Flag Flying Policy:** The Town Clerk had produced a Flag Flying Policy for the flagpole at the Rings Community Hub which the Town Council owned and managed. The policy presented options for Members to consider regarding the future flying of flags. It also detailed a protocol for flying flags and the marking of the death of a senior figure. RECOMMENDED that the policy be presented to full council for consideration and approval.
9. **Privacy Notice for the Website:** Cllr Irwin was to look at the Privacy Notice which Stockton Borough Council had adopted and adapt it to the requirements of the Town Council.
10. **Grants and Donations Policy:** Cllr Patterson had produced a list of Grants and Donations which the Town Council had awarded since 2011. A policy was to be developed which would look at the awarding of grants to community groups as well as charities and national organisations. This would be submitted to a future meeting.
11. **Press and Media Policy:** Cllr Irwin requested that this item be deferring until the next meeting.
12. **Date of Next Meeting:** The date of the next meeting of the Policy Committee would be held on Thursday 2nd September 2021 at 6.00pm.

The meeting ended at 7.30pm