

**INGLEBY BARWICK TOWN COUNCIL  
MINUTES OF THE POLICY COMMITTEE  
HELD AT 6.00PM THURSDAY 8<sup>th</sup> SEPTEMBER 2022  
AT THE RINGS COMMUNITY HUB**

**Present:** Cllr Patterson, (Chairman), Emmerson, and Irwin.

**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** – Cllrs Dodds and Turnbull and Watson.
- 3. Declarations of Interest:** None.
- 4. Workplan and Review Progress** –
  - i) Regarding the Attending and Reporting Meeting Policy – work had been completed, Members considered the finalised policy and RECOMMENDED that the policy be referred to Town Council for approval and adoption.
  - ii) Regarding the Absence through Sickness Policy and Absence Management Procedure these policies had been combined and would be considered by the Policy Committee at its next meeting.
  - ii) Equal Opportunities and Diversity Policy – Cllr Patterson highlighted a Councillor Workbook on Equality, Diversity and Inclusion which would be sent to all Councillors to be read in conjunction with the Town Council’s policy.
- 5. Financial Regulations** – The Annual Governance and Return had highlighted that the Town Council had not reviewed its Financial Regulations since September 2018. It is required that they are reviewed every three years. The Finance Committee would look at the Financial Regulations at its next meeting before being referred back to the Policy Committee.
- 6. Date of next meeting** – Monday 10<sup>th</sup> October 6.30pm or immediately following the Finance Committee whichever is the later.

The meeting ended at 6.30pm