

Cherry Burton Parish Council

Advisory Committee for the Local Council Award Accreditation Scheme Held on Friday 14th August 2020 At 10 a.m. by Zoom

1. **Present:** Andy Lindsey, Ed Sutcliffe. Pete Wardale, Janet Wardale (Clerk)
2. **Purpose:** Following the Parish Council meeting on Tuesday 11th August 2020 to evaluate feedback on progress to date and agree way forward.
3. **Controlled documents:**
 - 3.1 Scheme of Publication, Grievance and Disciplinary Procedure, Complaints Procedure, Training and Development Policy were all adopted without change.
 - 3.2 Risk Management Scheme adopted, subject to appending a list of assets and carrying out a review in 6 months.
 - 3.3 Social Media Policy and Code of Practice to be amended in light of comments and feedback given at the PC meeting.
 - 3.4 Parish Council Plan 2020/21 agreed subject to the word 'vigorously' being removed in relation to defending the legal action on the pond.
4. **Personnel:**
 - 4.1 Formulate Terms of Reference and agree at next PC meeting.
 - 4.2 Form personnel team and arrange first meeting.
5. **Social media / communications**
 - 5.1 Recirculate amended Social Media Policy and Code of Practice to parish councillors for approval.
 - 5.2 Formulate Terms of Reference and agree at next PC meeting.
 - 5.3 Form social media / communications team and arrange first meeting.
6. **Community engagement:**
 - 6.1 Formulate a list of ways the PC can communicate / consult with our village community.
 - 6.2 Debate at the next PC meeting how we should engage with our village community and draw up a strategy.
 - 6.3 Does this need a separate team?

7. Agreed Actions:

- 7.1 Review Foundation Award criteria.
- 7.2 Get Chairperson of PC to sign off adopted policies.
- 7.3 Adopted policies to be displayed on PC website.
- 7.4 Agree Terms of Reference for both personnel and social media / communications team at next PC meeting.
- 7.5 Adopt amended Social Media Policy and Code of Practice at the next PC meeting.
- 7.6 Recommend the PC formulate a community engagement strategy.

8. Next meeting: TBA