PETERSFIELD TOWN COUNCIL

A meeting of the Finance and General Purposes Committee was held on Thursday 20 April 2006 at the Town Hall, Petersfield.

PRESENT:
Mr R Ayer (Chairman)
Mrs Daubney
Mr B Dutton
Mr C Jenner
Mr P Molloy
Mr G Watkinson
Mr V Clarke (Town Mayor)

ALSO IN ATTENDANCE:
Mr R Darley (Locum Clerk)
Mrs L Farley (Administration Officer)
Cllr H Sandeman
Petersfield Herald

F 0861 CHAIRMAN'S COMMENTS

The Chairman had no comments to make other than to welcome the Locum Clerk.

F 0862 APOLOGIES FOR ABSENCE

All members were present.

F 0863 DECLARATIONS OF INTEREST

No interests were declared.

RESOLVED that the meeting be adjourned for a 5 minute period in order for members of the public to discuss matters of interest with councillors.

As no members of the public wished to speak, the meeting was re-convened.

F 0864 APPROVAL OF MINUTES

RESOLVED that the minutes of the meeting held on 23 March 2006 be approved.

F 0865 RECOMMENDATIONS FROM OTHER COMMITTEES

A. Grounds Committee

G0848 Paddock Way

RESOLVED that a rubbish bin will be provided at Paddock Way if a suitable virement can be found.

B. Public Halls Committee

PH0860 Asbestos Survey

RECOMMEND to Full Council that a survey of the remaining buildings be carried out with the highest possible priority, the work to be undertaken in normal working hours.

RECOMMEND that the MCO shall provide a monthly progress report to the Halls Committee until the asbestos survey has been completed.

F0866 **CHILD PROTECTION POLICY**

Four versions of a draft Child Protection Policy were initially considered. After detailed discussion it was

RESOLVED that the Child Protection Policy attached as an appendix to these Minutes, detailing the amendments made to the original, be approved.

F0867 **LARGER COUNCILS' FORUM 24 MAY 2006**

RESOLVED that Mr Watkinson and Mr Sandeman will attend the Larger Councils' Forum on 24 May 2006.

Members were asked to put forward suggested agenda items for the Forum to Mr Watkinson via the Council Office.

F0868 **DEVELOPERS CONTRIBUTIONS** - Correspondence had been received from EHDC regarding Parish Priorities for Community and Transport Facilities. The Chairman of F & GP is to send a copy of the documentation to Petersfield Tommorrow.

RESOLVED that the correspondence received from EHDC regarding the use of Developers Contributions, will be included as an Agenda item in the next round of committee meetings. Committees are to RESOLVE to put forward their responses, and Officers are to process committee responses as they are received.

F0869 **SOCIETY OF LOCAL COUNTY CLERKS**

RESOLVED that the Deputy Clerk and any Member wishing to do so, may attend the South East Regional Conference on 1 June 2006.

F0870 **NON-CONFIDENTIAL STAFF MATTERS**

Members received, and noted the notes of the Staff Panel Meeting held 4 April 2006.

RECOMMEND to Full Council that a Staff Handbook is not necessary at this time.

A draft Contract of Employment was then discussed with reference to the Model Contract of Employment agreed between NALC and SLCC. Following discussion of points of detail, it was agreed to

RECOMMEND approval of the draft Contract of Employment for the Town Clerk, subject to the following:

Para 3.3: Delete entirely.
Para 10: Replace the list of qualifications by those contained in para 7 of the NALC/SLCC draft.
Paras 17 & 18:replace by corresponding wording in paras 21.2 & 21.3 of the NALC/SLCC draft, references to Chairman to be replaced by Town Mayor.

There being no further business the meeting closed at 7.44pm

Petersfield Town Council Child ~~and Vulnerable Adult~~ Protection Policy

Responsibilities

Petersfield Town Council will:

- Promote the health and welfare of children ~~and vulnerable adults~~ by providing opportunities for them to take part in sport, leisure and recreation safely.
- Respect and promote the rights, wishes and feelings of children. ~~and vulnerable adults.~~
- Promote and implement appropriate procedures to safeguard the well-being of children ~~and vulnerable adults~~ and protect them from abuse.
- Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children ~~and vulnerable adults~~ from abuse and to minimise risk to themselves.
- Require members to adopt and abide by this Child ~~and Vulnerable Adult~~ Protection Policy and the East Hampshire Child Protection Code of Practice.
- ***Require all organisations using its facilities, which have contact with children, to have a Child Protection Policy.***

  Respond to any allegations of misconduct or abuse of children ~~or vulnerable adults~~ in line with this Policy and the East Hampshire Child Protection Code of Practice as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and evaluate this Policy on a regular basis.

Principles

The welfare of children ~~and vulnerable adults~~ is everyone's responsibility, particularly when it comes to protecting them from abuse. Children ~~and vulnerable adults~~ have a lot to gain from sport, recreation and leisure. Their natural sense of fun and spontaneity can blossom in a positive environment supported by the Council, ~~It provides~~ ***providing*** an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential. This Policy is based on the following principles:

- The welfare of children ~~and vulnerable adults~~ is the primary concern.
- All children ~~and vulnerable adults~~, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse to the Town Clerk in the first instance.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- ~~All~~ ***Any*** personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

Review

This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children ~~and vulnerable adults~~ or any changes within Petersfield Town Council.
- Following any issues or concerns raised about the protection of children ~~or vulnerable adults~~ within Petersfield Town Council.
- In all other circumstances, at least annually.

Guidance

It is crucial that the Town Council's child ~~and vulnerable adult~~ policy and procedures apply to **everyone** who works on behalf of the organisation. This includes all professional and non-professional, full and part-time staff, paid and unpaid employees, Councillors, volunteers, coaches, officials, parents, guardians and the children. ~~and vulnerable adults themselves.~~ Advice should be sought as to whether our constitutional and contractual provisions ensure that this can be achieved.

In this Policy the term 'members' has been used to describe those to whom the policy and procedures apply. It may be necessary to include an opening statement in your Policy defining to whom your Policy and Procedures apply to ensure that all of the categories listed above are included.

It is advisable to formally require any other individual who is associated with your organisation to agree to abide by your policy and procedures for the duration of their involvement with your organisation e.g. a specialist working with a group of developing child athletes who is not a member but whose services are used by the governing body either paid or unpaid.

It is also advised that governing bodies include within the plan for adopting a policy and procedures, a process to ensure ~~affiliated clubs~~ ***all organisations using their facilities*** have a reciprocal policy and procedures, either by adopting the governing body's policy and procedures or by developing a policy and procedures to an agreed standard that enables the required action for delivering child protection good practice.

Monitoring and evaluation are critical components of this Policy and these Procedures due to the possible amendments required as a result of changes in legislation, case reports, changes in the sporting environment, research findings, to name a few.

Support for the implementation of child protection measures can be sought from Community First East Hampshire. If help is required with constitutions and/or related issues HAPTC should be asked for assistance.

Documents for Reference

East Hampshire Child Protection Code of Practice