

# CODICOTE PARISH COUNCIL

**Minutes of the POLICY & RESOURCES COMMITTEE held on Tuesday 22<sup>nd</sup> January 2019, at the Parish Council Offices, 107a High Street, Codicote which commenced at 7:30pm**

---

**PRESENT:** Chairman, Cllr Helena Gregory with Councillors Bob Adams, Bryan Hillan and John Warwick

**IN ATTENDANCE:** Lorraine Ellis (Clerk) and Councillor John Whitbread

1. **APOLOGIES FOR ABSENCE:**  
None received.

2. **MINUTES OF THE MEETING HELD ON 6<sup>th</sup> DECEMBER 2018:**  
The minutes of the meeting were proposed as a true and accurate record by Councillor Hillan and seconded by Councillor Adams. The minutes were then duly noted and signed by the Chairman of the P&R Committee.

3. **TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT:**  
None.

4. **MATTERS ARISING FROM THE MINUTES:**  
**PR242 Review of Standing Orders – Setting guidelines for the use of contractors:** The Chairman referred Councillors to the minutes of the meeting held in December 2018 relating to the work tendered for by family members.

The Clerk advised the Committee that the Council's adopted Code of Conduct was identical to the document used by NHDC and Kimpton Parish Council. The Chairman then highlighted the section in Standing Orders Item 13.1 (Interest of Members in Contracts and Other Matters) on this subject.

Councillor Adams indicated that in his view the Code of Conduct was clearer than the Council's Standing Orders. Committee members debated the merits of both documents and **agreed** to include the following sentence in Standing Orders:-

In addition to having 'declared an interest' where a Councillor, or persons with a close relationship with that Councillor have tendered for work, (whether successful or not) then that Councillor **MUST** withdraw from the meeting for the duration of the discussion concerning that tender.

5. **DATE OF NEXT MEETING:**  
**PR244** Thursday 28<sup>th</sup> March 2019.

The Chairman thanked everyone for attending and closed the meeting at 8:00pm.

Signed..... **Chairman of P&R Committee**

Date..... **2019**