



**Minutes of the Bradwell Parish Council meeting  
Tuesday 20<sup>th</sup> February 2018 at 7.30pm  
Parish office, 21 Glovers Lane, Heelands**

**Present:**

Cllr J Alexander (Chairman), Cllr H Atkins, Cllr R Bradburn, Cllr R Exon, Cllr L Gilpin, Cllr J Holley

**In attendance:**

Mrs H Ward, Parish Clerk

**1. Apologies**

Cllr M Bradburn, Cllr D Evans, Cllr J Jones, Cllr R Davy

**2. Declaration of interests**

Cllr Alexander declared an interest in item 6 reference the website.

**3. Minutes of previous meetings**

The minutes of the meeting held on 5<sup>th</sup> February were declared a true record and signed by Cllr Alexander.

**4. Quotation**

It was agreed to accept the quotation from Mentmore Gardening Services to apply weed killer to the planters in Bradwell Common Square.

**5. Correspondence**

Emails received from the Charities Commission advised that the Parish Council have been removed as the administrator of the 3 Bradwell Charities. Cllr Alexander thanked Mr Atkins for undertaking the change on behalf of the charity trustees.

**6. Risk Management**

Cllr Alexander referred to the risk assessment circulated to members for the last Parish Council meeting. It was agreed to prioritise the main risks identified and consider recommendations.

a. Bradwell Charities

- No further action required, see item 5 above.

b. Assets

- It was agreed that a schedule of assets will be presented to the Parish Council at their April meeting for acceptance.
- It was agreed to write to Milton Keynes Council to ask them to continue with the play area inspections at King George's Field.
- It was agreed that facilities and equipment risk assessments should be carried out.

- It was agreed that a review of IT is undertaken as a matter of urgency and proposals are presented at the next meeting.
- c. Finance
- It was agreed to undertake a review of the Financial Regulations at the Annual General Meeting in May.
- d. Employer Liability
- It was agreed to review the terms of reference and membership for the Personnel Working Group at the Annual General Meeting in May. It was noted to consider regular meetings, lone working and safeguarding assessments for all staff, and to implement a staff appraisal system.
- e. Media
- It was agreed that a cookie notice should be added to the website.
  - It was agreed that a proposal to form a Communications group is considered at the next Parish Council meeting to look at the ownership of the website, hosting and content, a member's area, councillor access and email addresses, and to review the newsletter and notice boards.
- f. Governance
- It was acknowledged that all Councillors have a duty to ensure that their Register of Interests are up to date and submitted according to the Code of Conduct. It was agreed that they should be uploaded to the Parish Council website.
  - It was agreed to undertake a review of the Standing Orders at the Annual General Meeting in May.
  - It was noted that a Data Protection Policy and Privacy notice are currently being drafted and will be presented to members for adoption at a future meeting.

CLlr Alexander thanked everyone present for their input to the meeting and advised that the risk document will be under constant review for accuracy of information and for monitoring and mitigating risks.

**7. Next meeting**

The next meeting will be held on Monday 5<sup>th</sup> March 2018 at the Parish office, 21 Glovers Lane.

Signed ..... 5<sup>th</sup> March 2018

Chairman