

MEMBERSHIP  
 Cllr Foxall  
 Cllr Harrison  
 Cllr Roberts  
 Cllr Thornhill  
 Ex-officio:  
 Cllr Stroud  
 Cllr Lipscombe-  
 Kettel



MINUTES  
 OF THE PROCEDURES COMMITTEE MEETING  
 HELD ON 6<sup>th</sup> February 2024

PRESENT: Cllr Foxall Cllr Harrison Cllr Roberts  
 Cllr Stroud Cllr Thornhill

In attendance: Vanessa Lawrence, Roz Morton (Clerks)

- PR01 23/24 To elect a Chairman**  
 It was **RESOLVED** to elect Cllr Foxall as Chairman for the Committee. Proposed Thornhill, seconded Cllr Roberts – all in favour.
- PR02 23/24 To accept apologies for absence**  
 Apologies were received from Cllr Lipscombe-Kettel
- PR03 23/24 Declaration of Interest in Items on the Agenda**  
 None received
- PR04 23/24 To approve the Minutes of the Procedures Committee meeting held on the 9<sup>th</sup> February 2022**  
 The Minutes from the previous meeting were unable to be approved as members present at that meeting are no longer Cllrs with only two Cllrs remaining who are still sitting on this Committee. This was informally approved by Cllrs Foxall and Harrison.
- PR05 23/24 Clerks/Chairman’s Report**  
 None available.
- PR06 23/24 To agree to adjourn the meeting for Public Participation, if members of the public are present – there is a 5-minute time limit**  
 N/A
- PR06 23/24 To agree to reconvene the meeting following Public Participation**  
 N/A
- PR07 23/24 To consider and agree the following policy documents:**
- **Standing Orders** – Cllr Roberts pointed referred to several items which required minor amendments:
    - No. 3 (b & c) – repetition – remove one.
    - No. 2 (b) – spelling mistake
    - No. 3 (f) – amend to read 5 minutes per person and add unless directed by Chairman
  - **Code of Conduct** – No change

- **Financial Regulations** – No change
  - **Financial Reserves Policy** – Cllr Roberts queried item 1.2 but this was explained by the Chairman –No change
  - **Financial Risk Register** – No change
  - **Biodiversity Policy** – New policy – accepted. Cllr Stroud said that he would look at this in more detail in due course but was satisfied with the prepared document.
  - **Investment Strategy – 8.1** - To be updated to include Bath Building Society
- It was **RESOLVED** to approve the above policy documents to include amendments for recommendation to Full Council. Proposed Cllr Foxall, seconded Cllr Roberts – all in favour.

<b>ACTION: Clerk to add this item to the Agenda for the next Full Council meeting.</b>
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**PRo8 23/24 Any other matters**  
 Cllr Foxall would be reviewing how best to deal with Procedural matters going forward and has some suggestions, which he will bring back to the Committee at the next meeting.

**PRo9 23/24 Date of next meeting – 30<sup>th</sup> April 2024**

**There being no further business the meeting closed at 7.30pm**

**Chairman.....**

**Date.....**