

Millbrook Parish Council's policies and terms of reference

Below is a copy from the Parish Council's website. On reviewing the Council's Standing Orders I noticed the Council does not have a policy a Press / Media policy. I have sourced a model policy from the Society of Local Clerks and submitted this for approval (agenda item 9i)

POLICY / TERMS OF REFERENCE	DATE FIRST ADOPTED	MOST RECENT DATE REVIEWED
MPC Asset & Open Spaces Task Group Terms of Reference	15/06/2021	
MPC Finance Committee Terms of Reference	February 2018	26/04/2022, Minute 173b
MPC Planning Committee Terms of Reference	January 2018	15/03/2022, Minute 156b
MPC Staffing Committee Terms of Reference	September 2017	19/10/2021, Minute 90b
MPC Traffic & Transport Advisory Task Group Terms of Reference	21/11/2017	15/02/2022, Minute 139b
MPC Code of Conduct	Feb 2013	May 2021
MPC Complaints policy	21/11/2017	18/05/2021, Minute 20
MPC Disciplinary policy	19/01/22, Minute 126c	
MPC Environment & Climate Change	20/09/2020, Minute 155c	
MPC Equal Opportunities policy	21/11/2017	20/09/2020, Minute 155b
MPC General public privacy notice	May 2018	18/05/2021, Minute 21(ii)

MPC Grievance policy	January 2018	19/11/2022, Minute 126b
MPC Health & Safety Policy	15/02/2022, Minute 142b	
MPC Lone worker policy	September 2017	15/02/2022, Minute 142a
MPC Media policy	18/05/2021, Minute 23	
MPC Memorial Bench & Tree policy	20/07/2021	
MPC Publication Scheme Reviewed	September 2020	18/05/2021, Minute 21(i)
MPC Retention policy Appendix - list of documents for retention or disposal	15/03/2022 Minute 156a	
MPC Sickness & Absence policy	19/01/2022, Minute 126d	
MPC Training policy	September 2017	19/10/2021, Minute 90b
MPC Use of Council land and property	Min 140a, 15/02/2022	

Policy review procedures

During the Council meeting held on 18th May 2021, it was agreed that the Council reviews the Terms of Reference as part of a rolling programme throughout the year. Minute 13.

Millbrook Parish Council Weed Control Policy

Weed control is needed to prevent blockages to gutters and storm drains and to protect road and pavement surfaces from damage.

Weed control will be limited to man-made surfaces, pavements, paved areas, gutters and gravelled areas.

The only possible exception to this would be to eradicate invasive species such as Japanese knot weed with specific treatment.

The Parish Council favours hand-weeding by volunteers and council staff as the prime method of weed control.

If further weed control is required the Parish Council reserves the right to use approved herbicide subject to the following:

- Only materials approved by the Government code of practice for use in public areas will be used.
- Such materials will not be used near streams and water courses.
- Warning signs will be displayed when herbicides are being applied.
- Herbicide will only be applied by suitably equipped trained operatives who hold the relevant qualifications.
- A record of all herbicide use detailing date, time, location and area covered is held by the Parish Council.
- All appropriate health and safety regulations will be followed.

16th February 2016