

## **Shadforth Parish Council Minutes**

Minutes of the Meeting of Shadforth Parish Council held on Monday 24th June 2019 at 7.30pm in Ludworth Community Centre.

**Present:** - Councillors D Woods (Chairman), Hooper, Mace, Sim, R Woods, Bell, Arnell, Turner.

Mrs Carole Bell, Parish Clerk also in attendance

**50/19 Apologies:** - Cllr Flude, Cllr Priest, Cllr Beattie  
Apologies were given and accepted

### **51/19 Notice of motion**

The Notice of Motion to call the meeting was proposed by Cllr Mace and seconded Cllr B Sim. This was carried.

### **52/19 Declaration of Interest**

None were given

### **53/19 Motion to consider what other work is required on the Parish Policies and Procedures**

The Council discussed the following elements of the standing orders to improve the efficiency of council meetings, ensure Standing Orders are being upheld, and clarify the remit for each level of committees.

### **54/19 Standing Orders 1, 3, 4, 9 and 10: Role of Full Council vs Standing, Sub and Advisory Committees**

The following elements were debated

- i. Understand the rules of debate and role of motions
- ii. Establish decision making levels.

A suggested reporting structure was presented, to reflect the Standing Orders and facilitate meetings & decision-making. See attachment (a) for the proposed Council Reporting Structure

**Resolution: To include the reporting structure in the Parish Standing Orders**

### **55/19 Standing Orders 1 & 3: Format of meetings**

The following elements were debated

- i. Venue and layout, including accessibility
- ii. Clarification of process, including methods of public participation
- iii. Clarity of agenda and minutes

**Resolution: That the Clerk create a Public Participation Laminated Document explaining the function of the Parish Council Meeting and the Method of Public Participation**

**Resolution: To hold a Parish Meeting every May, September and January to encourage greater opportunity for wider public participation**

**Resolution: To trial the format of the agenda used by the City of Durham Parish Council to facilitate the understanding and purpose of agenda items**

**56/19 Standing Orders 11, 12 & 15: Clarity and Dissemination of Information**

To ensure that relevant information is received in a timely and efficient way, and make most effective use of the limited resources the following was debated

- i. Role of Clerk – delegated authority, time available and need for support
- ii. Critical information to be circulated in advance of meetings
- iii. Minutes to show SMART outputs, and monitored

**Resolution: The clerk is to investigate the cost of creating and hosting councillor email addresses**

**Resolution: That Cllr Hooper create a template report for motions, and recommendations for timings for receipt of report, agenda items etc so that full papers can be disseminated in advance of the meeting**

**57/19 Standing Order 4 and Code of Conduct: Review existing, and appointment of new Standing, Sub and Advisory Committees**

To ensure that positive progress is made on Parish Council matters, and issues are dealt with in a timely, efficient and transparent way the following was debated

- i. Clarification on roles, responsibilities, requirements of transparency (agendas, minutes and public participation)
- ii. Clarification of membership, to avoid conflicts of interest
- iii. Establishment of Committees, and next steps (terms of reference, appointment of chairs etc)

**Resolution: To dissolve all existing Committees, Sub Committees and Working Parties of the Parish Council, as these do not comply with the Standing Orders**

**Resolution: To create two Standing Committees which will encompass key areas of Council work, while minimising the number of committees to be serviced by the Clerk**

- **Policies and Resources Committee**

Who will steer

- Finance, including fundraising, grant priorities and submissions
- Policies and Procedures
- Disputes and Complaints to ensure that urgent matters are handled in a timely and efficient way
- Training

- **Estates Committee**

Who will steer

- Cemetery
- Allotments
- Parish Paths

**Resolution: To elect the Chairs and Committee Members to the new Standing Committees at the Parish Meeting scheduled for 2<sup>nd</sup> July 2019**

**Resolution: The council will determine the terms of reference for the Standing Committees**

- **Policies and Resources Committee**
- **Estates Committee**

**58/19 Outstanding Policies and Procedures that are to be updated / adopted**

Outstanding policies and procedures were discussed, to ensure that the good progress made can be continued.

**Resolution: The Policies and Resources Committee will review what is outstanding and develop the documentation for consideration and adoption by the Full Council. NB some policies may require input from the Estates Committee. Priorities will be:**

- **Risk Assessment Register**
- **Harassment Policy**
- **Publications Scheme under the Freedom of Information Act**
- **Annual Inspections of Play Parks**

**Resolution: The new Policies and resources Committee will explore bespoke training from County Durham Association of Local Councils (CDALC) in conjunction with the County Durham Training Partnership at a cost of £250 for one off session**

**58/19 Motion to consider the information gathered at the Annual Parish Meeting and Create an action plan to address the issues**

**Resolution: That a Working Group is set up to review the suggestions, and draft an action plan to bring back to Full Council**

**There were no members of the public at the meeting so and exclusion of press and public was not required.**

The Members of the council asked the Clerk for an update on the Freedom of Information Request

**Resolution: To write to the councillors who have not yet responded to the Freedom of Information Request and explain the legal obligation to provide the information in a timely manner**

The Chair and Members thanked Cllr Hooper for the preparation work in support of the motions

The meeting closed at 9.30pm