

## WINSHAM PARISH COUNCIL

NOTES OF MEETING HELD ON TUESDAY 12TH MAY 1998, JUBILEE HALL.

PRESENT: Mrs A Rose (Deputy Chairman), Mr J Aslett, Mrs H Duke, Mr K Fowler, Mrs J Gower, Mr E Partridge, Mr J Sullivan and Mr G Winter. APOLOGIES: Mr C Slade (Chairman).

The purpose of this meeting was to discuss 'The Review of Operating Procedures' discussion paper prepared by Mr J Sullivan dated the 18th March 1998.

Mrs A Rose expressed the view that discussion on this document should be delayed for six months until the new Parish Clerk, who has previous experience, has had the opportunity to settle in and reorganise the Council's administrative systems herself.

It was acknowledged that the new Clerk is likely to have a considerable impact on the way in which Council business was implemented, but as the discussion document was mainly concerned with the manner in which the body of the Parish Council organised its decision and Project Management processes, it was not appropriate to delay reorganisation.

After some debate it was agreed that discussion of the paper should proceed.

### MANAGEMENT BY TEAMS

It was agreed that the proposals embodied in the paper whereby 'teams' were appointed to handle various aspects of the Council's responsibilities should be implemented with immediate effect. After discussion it was agreed that the responsibilities should be handled as follows:-

PLANNING Mrs Anne Rose is to be the Team Leader for the management of Planning Applications with Mrs Josie Gower acting as Deputy. The Team would accept responsibility for producing a report on each Planning Application received at the monthly Parish Council Meeting, together with a recommendation for acceptance or rejection. This does not abrogate the Parish Council's responsibility for making the actual decision, and any Parish Counsellor will remain free to look into any Application received, or make any points considered relevant. The system would broadly follow the suggestions made in the discussion document but detailed arrangements concerning handling of correspondence, availability of Planning Applications detail to the public are best arranged between the Team and the new Parish Clerk.

HIGHWAYS Mr Jim Aslett will act as Team Leader on Highway Matters, with Mr Graham Winter acting as Deputy.

FINANCE The discussion paper comments were agreed in principle, and Mr Graham Winter will be the Finance Team leader. No deputy will be required because the day-to-day administrative work will be carried out by the Parish Clerk with whom he will agree a regular format of the monthly monitoring of the Parish Council's financial affairs. He will liaise with the Parish Council Chairman on the preparation of the Precept.

*\$2000 U. Clape of the year National Award looking after child*

AMENITIES Mr Keith Fowler will be the Team Leader, aided by Mrs Hazel Dukes as Deputy. It is appreciated that this area of responsibility is potentially very wide and can be subject to some devolvement if the work load becomes too great. At present it would relate to Playground Equipment project, removal of Bottle Bank, and cutting of grass in Lower Rec, Parish Paths Partnership.

CEMETERY Mr John Sullivan will take responsibility for the Cemetery and access etc., with Mr Earnie Partridge as Deputy.

HOUSING In his absence it was hoped that Mr Colin Slade would deal with Housing matters. No Deputy was recruited at the meeting and this was an oversight.

As a first step it was agreed Team Leaders should now examine past Minutes of meetings held over the last twelve months, and note projects in their field of responsibility which are either still in progress, or not fully resolved, in readiness for them to be part of the regular progress report which they will give at future Parish Council meetings.

### MANAGING THE AGENDA

AGENDA CONTENT It was agreed that it was not possible for items other than 'Urgent Business' to be added at any time up to the start of the meeting. There is an obligation to let the public know in Agenda terms what will be discussed and for this reason a time limit between 7 to 10 days prior to the meeting is necessary. However, with the reorganisation the responsibility of a Team to ensure that new non-ongoing items should be given to the Parish Clerk before the agreed deadline, alternatively they will be dealt with under Any Other Business when a vote cannot be taken.

It was recognised that new items for discussion seem very often to be dealt with late in the meeting when Counsellors are tired. To help overcome this problem it was suggested and agreed that the order of business should be changed as follows in this example Agenda:-

#### AGENDA

- 1] Apologies for Absence.
- 2] Public Question Time.
- 3] Signing of Last Meeting Minutes.
- 4] Matters Arising (Chairman).
- 5] Police Report.
- 6] District Counsellors Report.
- 7] County Counsellors Report.
- NEW ITEMS FOR AGENDA INCLUDED HERE.
- 8] Finance.
- 9] Planning Applications.
- 10] Highways - Inc Ongoing Items Progress Report.
- 11] Amenities- " " " " "
- 12] Cemetery - " " " " "
- 13] Housing - " " " " "
- 14] Correspondence
- 15] Any Other Business.

Mandate from Bank - After July meeting

10 days before Meeting

Put agenda..

The updated Team Progress Reports should be available in typed form for each monthly Parish Council Meeting, and the Team should only need to comment on progress on any item if appropriate or to answer questions. An item would stay on this list until the Parish Council Meeting agrees that it should be removed.

It is not considered that this will be, once established, an onerous task for the Parish Clerk, as it will simply be a matter of liaison with the Team Leader for the up-dating of the existing Document. To do this the Team Leader simply updates the last progress report by hand and sends it to the Parish Clerk by the agreed date. However this is subject to discussion with the new Clerk. She may prefer to do this by telephone.

MATTERS ARISING It was agreed that in future 'Matters Arising' from any of the above categories should be dealt with by the appropriate Team as part of their monthly progress report.

The 'Matters Arising' which will be dealt with by the Chairman will be limited to any other matter that does not fall into these categories. The exception to this will be Housing, if the Chairman takes on the task of Team Leader.

CORRESPONDENCE This section in the Discussion Document was accepted in full, but one important point was missed in the Paper. The Clerk herself will deal directly with correspondence falling within her competence. Otherwise correspondence will be sent directly to the appropriate Team Leader. Response to correspondence of a contractual or substantive nature from the Council, must be approved by a Parish Council meeting, and carry the signature of the Clerk and the Chairman or a member of the appropriate Team.

#### PARISH COUNCIL CHEQUES

The idea that the second signature on cheques should only be that of the Parish Council chairman or a member of the appropriate Team is accepted. New bank mandates will need to be prepared.

#### MINUTES OF MEETINGS

The comments in the Discussion Paper were considered, but in practice it was felt that the Clerk will have her own style of producing minutes, and was best left, in view of her experience, to do it in her own manner. If aspect of this needed change, no doubt discussion with the Clerk would achieve whatever was considered necessary. It was agreed that an action column should be added to the standard format of the Minutes into which would be entered the name of the person or Team whose action was required.

J. S. Sullivan