



Liss Parish Council

Review Group for Standing Orders, Procedures & Agreements with third parties.

Minutes of a meeting held on 4th April 2013

MEMBERS

*K Budden * H Linsley *L Mann *B Mayo *A Wright(Chairman)

*Present

Clerk: R Bowery

01/R13 Apologies

There were no apologies.

02/R13 – Declarations of Interests

There were no declarations of interests.

03/R13 – Terms of reference for committees & sub committees

The Clerk had circulated draft terms of reference for all LPC committees, sub-committees & working groups prior to the meeting. Members discussed the documents & the following amendments were agreed.

Grounds Committee

Voting – amend wording to “Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present & voting gave their vote for or against that question or abstained from the vote.” This wording would be carried through to the TOR of the other committees.

Duties of the Committee - It was agreed that the following detail be added to the list of responsibilities: All Council owned land on the Riverside Railway Walk including the picnic area & the disused railway platform.

Buildings Committee

TOR accepted with the amendments agreed to voting as per Grounds Committee & the change of the word property/properties to buildings throughout.

West Liss Pavilion Development Advisory Committee

Membership – Mr G D Baker to be removed. (Consideration to be given to seeking a replacement co-opted member).

Quorum – Quorum to be three & that three must include Cllr Budden (Chairman of Buildings), Cllr Thomas (fundraising) and at least one of the Chairman of the Council & the Chairman of Finance.

Finance Committee

Voting amended as per Grounds Committee. Duties amended to include Recommendation of budget & precept to full Council, Appointment of internal auditor & to receive quarterly bank reconciliation statements.

Staff Employment Matters Sub-Committee

In discussion it was agreed to recommend to Council that this sub-committee be recognised as a full committee of the Council; however, it would be a closed meeting for Members of the Committee only due to the sensitive nature of its remit.

Membership – Amended to include one additional Councillor.

Chairmanship – Amended to Chairman of the Council or in their absence the Vice Chairman of the Council.

Responsibilities – Remove the word Demand & replace with requests for flexible working. Add the word budget after increasing the Council's manpower. Add the words in accordance with legislation & the Council's procedures to the dealing with grievances, disciplinary matters etc. Add the words or Council following Finance Committee in respect of recommendations for staff training, development etc.

Frequency of Meetings – Amend to a minimum of twice.

Highways & Transport Committee

Voting amended as per Grounds Committee. Duties amended to include pavements.

Cllr Mann left the meeting at 7.00pm

Planning Committee

TOR accepted with the amendments agreed to voting as per Grounds Committee .

In discussion it was agreed that the Police Liaison meetings were not of a formal committee of the Council but also that the meetings should be added to the Council's schedule of meetings.

04/R13 – Financial Regulations

Due to time restrictions the debate was restricted the meeting was ended at 7.20pm.

Next meeting: TBC