



Liss Parish Council

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

Minutes of a meeting held on 30th April 2014

MEMBERS

*K Budden *M Kendall *H Linsley *B Mayo P Payne *A Wright (Chairman)

*Present

Clerk: R Bowery

01/R14 Apologies

Cllr Payne had submitted apologies.

02/R14 – Declarations of Interests

There were no declarations of interests.

03/R14 – Minutes from the meeting of 18th September 2013

The Minutes of the meeting of 18th September 2013 had been adopted at the Council meeting on 21st October 2013.

04/R14 – Standing Orders

The Chairman had circulated revised draft documents combining the suggested additions & deletions agreed at previous committee meetings. In additions the Chairman had supplied a list of further issues that had not been discussed together with a list of issues raised by Cllr Kendall.

The Chairman proposed that the committee did not discuss detailed drafting points until a further revision meeting, taking note of the issues raised in her list & Cllr Kendall's list, was published following the meeting. A summary of agreed responses to the issues raised was:

Chairman's issues:

SO 5 – It was agreed that it be recommended to Council that the review of council procedures be delegated to the Review Group for Standing Orders.

SO5a – The revised order of business for Council meetings was agreed.

SO6b – It was agreed that the minimum number of Councillors to request the Chairman to call an Extraordinary meeting Members be three.

SO6 – It was noted that unscheduled meetings were deemed extraordinary rather than special.

SO15 – It was agreed that Council papers would be delivered in hard copy to Councillors unless extreme circumstances prevented this. The Proper Officer would additionally circulate signed agendas by email.

SO19 – It was agreed that matters relating to staff would be dealt with by the Staff matters committee as outlined in the Council's Staff policies.

Cllr Kendall's issues:

SO3c – It was agreed that there was a need for a provision to take urgent additional business that arose after Council agendas had been posted. It was suggested that the Proper Officer would be responsible for determining if the matter was urgent & if so add an item of additional business & inform councillors immediately. Councillors would then decide at the Council meeting if the item should be discussed & any decision taken.

SO 4d & 13a & c – It was agreed that non Council members of working groups or committees would be required to declare interests in accordance with the Council’s code of conduct.

SO4 xvii to xix – It was also agreed to review the issue of voting rights for non Council members. These concerns would be addressed when a completed revised draft was tabled.

SO 1 o, n & q – It was agreed that good chairmanship was the key to controlling debate & ensuring that Council business was conducted efficiently. It was not necessary to change the draft wording. It was recognised that where a motion had been amended then the proposer of the amendment became the owner of the motion.

SO3 s vii – The issue of approval of Councillors’ absences was not discussed.

SO 15 Exempt items – Cllr Kendall said that it was the responsibility of the Proper Officer to determine what was an exempt item & to describe as such on the circulated agenda; Councillors could subsequently re-determine if the matter was exempt or not at the meeting.

SO3 - Cllr Kendall felt that the authority and finality of decisions of the Chairman at Council needed to be given greater prominence.

General – Cllr Kendall felt that the format of the Standing Orders required modification to eliminate repetitions in different headings & to bring all references to an issue together. He advised that the existence of mandatory standing orders need not prevent their being redrafted and reordered to achieve clarity.

05/R14 – Financial Regulations

Following the fundamental agreement on a revised set of Financial Regulations at the September meeting a new draft set of regulations had been received from NALC. The Clerk had gone through these & felt that they were more in depth than LPC’s existing regulations & offered more control & protection.

It was agreed that the Clerk would circulate copies to committee members annotated with his comments & suggestions.

06/R15 – Agreements with third parties

The Clerk reported that he had tried to contact the chairman of the NCPF Trust to establish if they had comments on the proposed revisions to the SLA but had received no answer.

It was agreed that the draft SLA be put back to the Grounds committee on 2nd June in the light of the recent drainage issues.

The Chairman asked if The LCR volunteers were being exposed to any difficulties because of the delay in signing the agreement with EHDC. The Clerk replied that they were insured for public & personal liability when working on the Riverside Railway Walk and he was not aware of any other outstanding difficulties.

26/R13 – Outstanding Business

The Chairman reminded Members that there were other procedures that required review, such as health & safety & risk. It was agreed that these would be followed up & delegated to committee members after the May Council meeting.

The Chairman closed the meeting at 21.30 hrs

Date of next meeting: TBA.