



## **Liss Parish Council**

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

Minutes of a meeting held on 21<sup>st</sup> November 2012

### **MEMBERS**

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

\*Present

Clerk: R Bowery

### **12/R12 Apologies**

Apologies were received from Cllrs Budden & Mayo.

### **13/R12 – Declarations of Interests**

It was noted that Council minute 148/12 of 19<sup>th</sup> November gave a general dispensation for declarations of interests.

### **14/R12 Minutes of the meeting of 30<sup>th</sup> October**

The minutes of the meeting of 30<sup>th</sup> October were noted as being approved at Council on 19<sup>th</sup> November.

### **15/R12 – Standing Orders**

The Chairman informed the meeting that she had provided a document that merged the old existing LPC standing orders with the new model. The purpose was to highlight issues that Members could respond to before it was progressed by the Chairman, Cllr Linsley & the Clerk.

The Chairman had prepared a list of suggested additions & omissions & in discussion the following matters were agreed:

- That LPC standing orders should be minimalist rather than too exhaustive.
- Council meetings – quorum retained at six Members, public participation periods would be restricted to twenty minutes with a time limit on any one speaker, public participation time would be included in the time limit for the meeting, paras. e, f, g & h of s.1 would be removed. In para. S the term “identifiable ballot paper” would be removed. No rules were required for a special public meeting. Decision making by email was to be discussed further. Saturdays should be excluded for statutory period of notice, para e.b.
- Annual Council Meeting – will include the terms of reference of committees & sub-committees, responsibilities under para g would be delegated to the Review Committee.
- Proper Officer Duties – the Clerk would review this section.
- Working & Advisory groups – standing orders would be extended to cover these.
- Financial – The Clerk & Assistant Clerk would suggest procedures & appropriate limits.
- Terms of Reference for Committees - The Clerk & Assistant Clerk would prepare these.

Action: All members/Clerk

### **16/R12 – Procedures**

No progress as yet.

## **17/R12 Agreements with third parties**

### Liss Riverside Railway Walk management arrangements with EHDC

The Clerk reported that he had sent the final draft to EHDC's officer & a response was awaited.

### Service Level Agreement with Newman Collard Trust

The Clerk would send the draft agreement to the chairman & secretary of the Trust.

Action: Clerk

Next meeting: 10<sup>th</sup> or 11<sup>th</sup> December 2012, 8.00pm TBC