



Liss Parish Council

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

Minutes of a meeting held on 21st 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 19th November gave a general dispensation for declarations of interests.

14/R12 Minutes of the meeting of 30th October

The minutes of the meeting of 30th October were noted as being approved at Council on 19th 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: 10th or 11th December 2012, 8.00pm TBC



Liss Parish Council

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

Minutes of a meeting held on 10th December 2012

MEMBERS

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

*Present

Clerk: R Bowery

18/R12 Apologies

Apologies were received from Cllrs Logan & Mayo.

19/R12 – Declarations of Interests

It was noted that Council minute 148/12 of 19th November 2012 gave a general dispensation for declarations of interests for all meetings until 17th December 2012.

20/R12 Minutes of the meeting of 21st November

The minutes of the meeting of 23st November were noted.

21/R12 – Standing Orders

The Chairman had circulated revised sections of the Standing Orders including proposed revisions. The Clerk was asked if there had been any progress on the financial sections & he replied that there had not. The proposed revisions were discussed & the following amendments to the proposals were agreed:

Section 1, Meetings

- Para. b of statutory rules delete the word Saturday.
- Para. d of statutory rules – the Clerk to seek advice on the definition of recording meetings.
- Para. g of statutory rules – delete the word full.
- Para. l of statutory rules – delete.
- Para. 67 (old rules) – add the words & press after the word public on line three.

Section 15, Committees – proposed revisions accepted except

- Item 47 – add concurrently to end of sentence
- Final section about termination of cooptions – Council not Committee to terminate cooption
- Working Groups – add members shall be subject to reappointment at the Annual meeting

Section 7, Code of Conduct – Clerk to seek advice on “personal” interests.

Terms of Reference for Committees

The Clerk had prepared terms of reference for the Council’s committees. These were still a work in progress & it was agreed that more final versions would be tabled at the next meeting after chairmen of committees had commented on them.

Cllr Linsley asked if Members felt that standing orders should also contain a clause restricting a vice chairman of Council from holding office for longer than four years in line with the restriction on the chairman’s office.

After debate it was agreed that no such clause was necessary.

22/R12 – Procedures

No progress as yet. Cllrs Budden & Mann to liaise in early new year.

23/R12 Agreements with third parties

Liss Riverside Railway Walk management arrangements with EHDC

The Clerk reported EHDC's officer had now placed the draft agreement with EHDC's legal department.

Service Level Agreement with Newman Collard Trust

The Clerk had sent the draft agreement to the chairman & secretary of the Trust & a response was awaited.

24/R12 Any other business

The Chairman felt there was a need for Council to have an agreed interview procedure for the filling of casual vacancies. In discussion Members agreed.

Next meeting: TBC