Staplehurst Parish Council

Committee, Group or Sub Group
Strategy & Policy Group
Meeting Date & Venue
22nd June 2016, 7.00pm, Village Centre Committee Room
Report Author
Mick Westwood, Parish Clerk
Report

Present: Councillors Burnham (TB), Claridge (CC), Kelly (PK), Lain-Rose (SL-R), Perry (JP) & Silkin (RS); Parish Clerk Mick Westwood (MW)

1. **Apologies:** Councillors Butcher & Riordan.

2. **Report of Last Meeting 18th May 2016:** Agreed. The report had been issued to Full Council for its meeting on 6th June (Min 1538).

3. **Full Council Meetings:**

   a) Revised agenda: <u>agreed</u> to implement the new format; <u>noted</u> the new format needed to be taken in the context of items 3b and 3c.

   b) Number of Full Council meetings - agreed to **RECOMMEND** to Full Council the removal of Full Council meetings on: (i) first Monday in January in view of closure of Parish Office between Christmas and New Year; (ii) first Monday in May to allow more flexibility for dates on which to hold the Annual Parish Meeting and to relieve pressure on a crowded meeting month: (iii) one of August dates to reflect the summer holiday period.

   c) Draft reporting calendar: SL-R will review the draft schedule and consult focus groups; RS will draw up a proposal for consideration by Full Council.

4. **Publication of Payments Information:** MW explained that SPC fell into a grey area of medium-size councils not covered by a transparency code. Councils covered by codes had to publish certain information including about payments, e.g. smaller councils must publish all items of expenditure over £100. He reported that KALC's advice was that a transparency code would eventually be applied to all council and that in the meantime codes could be seen as best practice. Meeting discussed an income and expenditure summary (a condensed form of the 'Accounts for Payment') produced by the RFO and Clerk, which MW proposed could be published alongside the summation each month. There was no consensus on this proposal so the meeting agreed <u>not</u> to recommend any further action.

5. **Four Day Working in Parish Office:** RS cited experience of a town council of similar size to SPC, whose office adopted a four day working week. He said that it would be beneficial for the running of the Parish Office in that the aim would be to have all three staff in together on at least one day. The meeting was <u>supportive</u> of the idea and asked MW to investigate the practical issues involved.

6. **Community Assets**: RS proposed that SPC should be proactive in seeking to identify village assets that could be submitted for listing as assets of community value, which would then give the community a right to bid for that asset in the event of a proposed sale. The meeting agreed to **RECOMMEND** to Full Council that 2-3 members draw up a proposed list. MW suggested that members look at MBC's website to see the few assets that had been submitted and either agreed or rejected.

7. **Street Naming Policy:** the meeting agreed to **RECOMMEND** to Full Council that Cllr

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Spearink's policy statement be formally adopted as SPC policy and that it be scheduled for review in 2018. The policy is: 'For every three new roads one will be named after one of our WW1 war dead, with the exception of those whose family name has already been used. One will be a village worthy and one will be a 'wild card', i.e. something that seems relevant at the time. If there is no obvious candidate for this then we revert to one of the other two categories.'

Deferred Items: the items below were deferred for discussion at the next meeting.

8. <u>Electronic Distribution of Information</u> – Proposal to encourage take-up of electronic copies of agenda information and reduction in paper copies.

9. <u>CCTV Policy</u> – Proposal for a policy to cover SPC's CCTV cameras

10. <u>Youth Club</u> – Proposal for establishment of joint working group to deliver a working agreement between SPC and Staplehurst Youth Group to cover Youth Club site and building

11. <u>Template Training and Development Policy and Plan</u> – KALC Model

Meeting closed at 9.00pm.

Date & Venue of next meeting	
t.b.c.	