

## **STAPLEHURST PARISH COUNCIL**

### **STRATEGY AND POLICY GROUP**

**PARISH OFFICE 24 JUNE 2013**

The Strategy and Policy Group met to discuss the attached agenda. Councillors present were: Councillors Burnham, Green, Kelly, Lain-Rose, Perry and Silkin. The issues discussed are summarised below.

#### **Agenda Item 1: Review policy on donations**

There is a policy covering grants and a draft policy covering donations. There were clearly some similarities and it was agreed that the donations policy should be redrafted. The policy on grants might also need to be revised.

#### **Agenda Item 2: Additional policies required – for discussion**

As the agenda item indicates the item was for discussion. The Group agreed that the first task should be for the Clerk to research all existing policies. In addition KALC/NALC should also be contacted to check on whether there are model policies that might be suitable for adoption by Staplehurst Parish Council. Reference should also be made to the work done for Quality Parish Status. This could be especially pertinent for establishing a training policy. It was noted that a training policy could cover both Councillor training and the Clerk's training.

#### **Agenda Item 3: Review terms of reference for Groups**

It was noted that terms of reference had been drafted for the following Groups: Finance, Publicity and Website and Strategy and Policy. The Group considered that no amendments were needed to these terms of reference. The Group discussed whether terms of reference were needed for the Surrenden Group and the Village Enhancement Group (VEG). In the case of the VEG consideration will be given to drafting terms of reference. However, given the ownership of Surrenden Field and the existence of bye-laws it was agreed that a further review was necessary. In addition it was agreed that the Clerk should look into the possibility of applying bye-laws to Jubilee Field. Finally it was agreed that terms of reference should be drafted for the Rural Settlement Group (RSG) and also possibly for the new group set up to manage the Neighbourhood Plan.

#### **Agenda Item 4: Review current standing orders**

It was agreed that having had an initial review of the current standing orders there were some articles that would need amending as they did not reflect current practice. For example, the Standing Orders as currently drafted did not cover the inclusion of "Urgent Items" on the agenda and there was no reference to Groups, only Committees and Sub-

**Committees. It was agreed that further worked was needed but these items should be corrected.**

**Agenda Item 5: Any other business**

**No items were raised under this agenda item**

**Summary of Recommendations**

**Staplehurst Parish Council is requested to:**

- 1. Note the discussions that took place as outlined above.**
- 2. Endorse the approach taken by the Strategy and Policy Group in respect to its work on Donations, Terms of Reference and Standing Orders.**

**John Perry**

**Chairman, Staplehurst Parish Council**

**June 2013**