

## Minutes of a Review Meeting of Shotley Parish Council held on Thursday 6 March 2008 at 7.30pm at Shotley Village Hall

**Present:** Cllrs Matthews (Chair), Bugg, Peters, Steel, Catling, Connell, Clerk and RFO

**In attendance:** Two members of the public and Graham Brown

1. **Apologies for absence** – D.Cllrs Clarke and Roberts (another engagement), SP Cllrs Wrinch and Armes (holiday) and Ingram (transport issues)
2. **Register of interests and additions to register** - none
3. **Presentation of draft Resilience/Emergency Plan and to consider recommendations** – Graham Brown outlined the types of plans available and issues involved. It was resolved to form a small working group to decide what size/type of plan is needed for Shotley and to present recommendations and appropriate quotations to a future meeting. It was noted that a decision in principle to formulate an emergency plan was made in 2005. Working party to consist of Cllrs Catling, Peters, Connell, Steel, Clerk, RFO and David Steel. Clerk to arrange a suitable meeting date and venue and to contact Erwarton Parish to see if they wished to participate.
4. **Suffolk Futures Report** – This was discussed in detail and it was resolved to revisit this report at a later date.
5. **Review of:**
  - 5.1 Standing Orders – These were reviewed and it was resolved that (1) at 33 a) and 57 – the date the new Code of Conduct was adopted be changed to 17<sup>th</sup> March 2008, (2) at 59 remove whole wording as not applicable and replace with “Not required”, (3) at para 78 to add after “maladministration” - "in accordance with its published complaints procedure"and (4) the Standing Orders be re-adopted at the Annual Parish Council Meeting.
  - 5.2 Financial Regulations – These were reviewed and it was resolved that (1) at 1.4 delete all text after “of its system” and add in “internal audit of its accounting records and of its system of internal control in accordance with proper practices in relation to internal control.”, (2) superfluous brackets be removed at 12, 16.1 and 17.2 and (3) the Financial Regulations be re-adopted at the APCM. It was also noted that a risk audit was still outstanding and a working party be formed (see 5.5 below).
  - 5.3 Parish Plan and Implementation Board – There were three main outstanding projects - (1) tennis courts - this is now progressing with the engagement of a project manager, (2) village hall kitchen - this needs further work to get back on track and (3) website – this needs redesigning and an injection of cash. Most action points had been carried out although some others needed prioritising ie GPs and surgery – a further meeting to be called.
  - 5.4 Communications Strategy and to consider purchase of projector and screen - Deferred until April meeting to enable updating of CS and prices of projector and screen to be sourced.
  - 5.5 Need for committees, sub-committees and working parties – There was no clear consensus for the formulation of committees and sub-committees. However it was agreed that two working parties be formed to report to the Council being (1) risk assessment and

(2) finance. Recruitment of volunteers was deferred until the next meeting as there were three councillors absent.

5.6 Priorities 2008/9 – The list was updated with current information and some items deleted as these had been progressed.

5.7 Representation on other bodies – Deferred to Annual Parish Council Meeting.

5.8 Aims and Objectives – It was resolved to make minor changes and re-adopt at the APCM.

6. Breached Stour Path – update

Unfortunately due to lack of essential paperwork the contractor will not now go ahead. However, another quotation is being obtained and a meeting to be arranged if necessary once this is received.

7. Community Warden post - to consider Employment Committee's recommendations – It was resolved accept the Employment Committee's recommendation and engage Matt Clarke – Clerk to make arrangements for handover.

8. Spring Clean Suffolk Campaign – to consider donation towards a prize for "best poster" competition – It was resolved to donate £50 towards a prize.

Meeting ended: 9.50pm

Date of next meeting: 20 March 2008