

GNOSALL PARISH COUNCIL

(INCLUDING THE WARDS OF MORETON AND KNIGHTLEY)

Clerk of the Council
Miss J Cooper
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MINUTES OF A MEETING OF THE PROCEDURES REVIEW COMMITTEE

Held on 27th January 2016 at 10.30am in the Parish Office

Public Open Forum – none present

Present: Cllr Booth (in the chair), Cllr Payne, Cllr Alker, Cllr Deegan, Cllr Ingram, Cllr Greatrex, Jayne Cooper

1 To elect a Chairman and Vice Chairman

Cllr Mary Booth was elected Chairman and Cllr Roger Greatrex elected as Vice Chairman.

2 To receive apologies and note absences

Apologies received from Cllr Cook.

3 To receive and confirm the notes of the last meeting held on 25th February 2015

Subject to two minor amendments, the minutes were proposed, seconded and agreed as a true and accurate record.

4 To discuss any matters arising not dealt with elsewhere on the agenda including:

- **Developer Liaison Policy** – it had not been possible to obtain a policy from Stafford Borough Council therefore, it was agreed that one would be written. Suggestions for what should be included in the policy were noted by the Clerk. Cllr Booth, Cllr Greatrex and the Clerk would write the policy including suggestions made.
- **Cllr Expenses** – it had been noted at the previous meeting that councillor expenses would be posted on the website at the end of the financial year. The Clerk to find out whether the names of councillors should be included.

5 To review Terms of Reference for all parish council committees.

All committees, over the past 12 months had reviewed and updated the Terms of Reference. Members of Procedures Review Committee had received a copy of all updated Terms of Reference that were discussed in detail. Further changes were

agreed and it was also agreed to make the format and layout the same for all Terms of Reference. The Clerk to action.

Further action:

- Personnel Committee to be asked to review all necessary procedures for contracted staff and volunteers.
- At the next meeting of this committee, members to consider including the following statement in a Council document, possibly in Standing Orders:
Councillors should refer questions about Council business to the Clerk.

6 To agree the time and date of the next meeting

Tuesday 22nd March 2016 at 7.30pm

(At which Standing Orders, Financial Regulations and Procedures would be reviewed).

The meeting closed at 12.15pm