

**GNOSALL PARISH COUNCIL  
(INCLUDING THE WARDS OF MORETON AND KNIGHTLEY)**

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**MINUTES OF A MEETING OF THE  
PROCEDURES REVIEW COMMITTEE**

**Held on 2<sup>nd</sup> October 2017 at 7pm in the Parish Office**

Present: Cllr Booth (in the chair), Cllr Payne, Cllr Alker, Cllr Green (from 7.10pm), Jayne Cooper

**Public Open Forum** – none present

**1 To elect a Chairman and Vice Chairman**

Cllr Booth was elected Chairman and Cllr Payne elected as Vice Chairman.

**2 To receive apologies and note absences**

Apologies received from Cllr Emsley and Cllr Ingram

**3 To receive and confirm the notes of the last meeting held on 24<sup>th</sup> October 2016**

Subject to one minor change to the list of those present, the minutes were proposed, seconded and agreed as a true and accurate record of the meeting.

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

- **Cllr Expenses** - the list of cllr expenses is now detailed on the website in line with the Transparency Code
- **Quality Gold** – all outstanding had been completed and the Council would be asked to approve the last of the Gold Award related documents at the Council meeting on 9<sup>th</sup> October ready for submission

**5 To consider the following amendments to Standing Orders**

- a. That the suspension of Standing Orders point 12(a), approved in April 2014 for a period of two years, had expired. It was agreed not to renew the suspension.
- b. Changes to item 71 to include the number of questions raised in the Public Open Forum by one member of the public

It was agreed that item 71 should be amended to read:

*There will be a period of public participation prior to every Council meeting of no longer than 10 minutes, for the purpose of making representations, giving evidence or answering*

*questions. Questions are to be dealt with individually and up to a maximum of three questions per person within the 10 minutes allocated.*

Council to note both recommendations at its meeting on 9<sup>th</sup> October and would be asked to approve them at the meeting 13<sup>th</sup> November 2017.

**6 To agree the time and date of the next meeting**

6<sup>th</sup> December 2017 at 2pm

Agenda items would include: Review of Standing orders and Financial Regulations, General Data Protection Regulations (to be implemented in May 2018), Review of all Terms of Reference

The meeting closed at 7.30pm