

**DRAFT NOTES OF SHERE PARISH COUNCIL'S MANAGEMENT & STRATEGY
WORKING GROUP MEETING
HELD ON WEDNESDAY 22ND OCTOBER 2014
AT TANYARD HALL, 30 STATION ROAD, GOMSHALL**

Present: Parish Councillors R Davey, R Andrews, C Carlisle, J Collin, A Collingwood, B Grover, R Smith, M Taylor-Cotter, J Tenner, M Urban, the Clerk: J Millett and L Williams, Rural Housing Enabler, Surrey Community Action.

Apologies – apologies for absence were received from Parish Councillors C Brooke, M Fontana and J Hutton.

Notes of last meeting: 22 January 2014 – received as a correct record.

Progress reports:

- **Web-site – progress with Lemoneye** – noted that Lemoneye had submitted their terms and conditions to the Parish Council, together with their deposit invoice. Current data would be up-loaded to the new site and then building of it would start. It was envisaged that this would be complete by Christmas. Lemoneye would provide training either remotely or in the office, if preferred.
- **Communications/community engagement – outcome of survey** – Louise Williams gave a presentation on her initial analysis of responses to the Parish Council's Housing and Community Needs survey. This was noted, including the main issues identified by respondents: cycling, HGVs, the need for parking in villages and access to broadband by small businesses. It would be for Full Council to consider what action the Parish Council needs to take in light of the survey's findings and to consider the means of publicising the results of the survey. It was suggested that a digest of the report be published in the parish magazines and on the Council's web-site and that a public meeting be held once proposals had been worked up. Louise undertook to forward a report on demographics in the rental sector and to provide cross references relating to various questions. The recommendations of the draft report were to:
 1. adopt the report and make a summary of the results available to the community
 2. consider the next steps available to the parish with regard to local need
 3. remind local households looking for an affordable home to register with Guildford Borough Council
 4. consider the additional comments made, particularly concerning cyclists and the impact they are having on the villages.
- **Team skills and succession planning** – a position report drafted by ex-Parish Councillor David Hall was noted. This document could be developed to take account of the skills of new councillors following the Parish Council elections, in May 2015, with a view to identifying any gaps in team competencies. Some training was already in progress, such as attendance at a course on employers' responsibilities relating to human resources, to be held on 4th November.

Review of system for Parish Council commenting on planning applications –a paper prepared by R Andrews was considered. It was agreed to recommend Council that Planning Committee meetings be held prior to Council meetings with the Planning Committee meeting at 6.30pm and the Council meeting starting at 7.30pm. If there was a six week gap between Council meetings, then an additional meeting of the Planning Committee would be arranged.

Days and venues of Council meetings – an analysis of Parish Councillors preferences was considered. The vast majority of Councillors preferred Council to meet on either a Wednesday or Thursday evening. It was agreed therefore, to recommend to Council that Council meetings be held monthly, except for in August and December and half of Council meetings be held on a Wednesday evening and half be held on a Thursday evening.

Governance: best practice – the ‘Governance Toolkit for Parish and Town Councils’, issued and produced in partnership between the National Association of Local Councils, the Society of Local Council Clerks, the Standards Board for England and the Association of Council Secretaries and Solicitors and endorsed by the Local Government Association, was recognised as a useful reference document for best practice in the governance of Parish Councils.

Efficiencies and Value for Money – value for money in the Parish Council’s operational arrangements would continue to be monitored.

Monitoring and review of Parish Council strategies – it was noted that this would be carried out at least once a year, in relation to: IT, communications and stakeholder engagements, finance and human resources and with reference to the Parish Council’s stated aim, ‘in accordance with the statutory obligations and restrictions under which parish councils operate, to administer and deploy available resources in such a way as to present and provide, as far as possible, what residents want in respect of living or working in the Parish.’