

## **Draft Minutes of the Management and Strategy Working Group held on 13<sup>th</sup> June 2013**

**Present:** Councillors R Davey (in the Chair), R Andrews, C Brooke, C Carlisle, B Cohen, B Grover, D Hall, R Smith, M Taylor-Cotter, J Tenner, M Urban and J. Millett (Clerk).

**Apologies for absence** were received from Councillor R Newman.

The purpose of this first meeting of the Group was to formulate items for discussion and make a recommendation to Council on the remit of the Working Group. The Group had been circulated with the list of items in the agenda item to the September 2012 Council meeting.

Topics discussed around **re-engaging with parishioners** were:

- communications and information technology – here it was felt that a better Parish Council web-site would help to engage parishioners in a more meaningful way. Some members volunteered to put a specification together with a view to the Council making a bid to Surrey County Council’s Leader’s Fund.
- Dates for Parish Council meetings – some people felt that there might be more attendance if meetings were held on a night other than Friday. Councillors were asked to submit their preferences to the Clerk.
- The possibility of holding Council meetings around the Parish
- The possibility of bulk buying Parish Magazines to circulate to every household in the Parish
- Developing a questionnaire/survey to ask residents what they want from their Parish Council. Some members volunteered to draft such a document.

In relation to **finance**, various Councillors wanted to review reserves, possible projects and a community investment plan.

Re: **governance**, a need to track decisions and action was identified and the Clerk was asked to identify a system.

Re: Councillors’ skills, D Hall offered to co-ordinate this information.

Other items touched on were succession planning, the need for an HR structure and training for Councillors.

It was **AGREED** that the Council be **RECOMMENDED** that the Management and Strategy Working Party’s method of strategy development and terms of reference be as follows:

“In order to consider strategic and operational management issues within a workable framework, the Working Group’s terms of reference are:

1. To develop an overall **aim** for the Parish Council, following consultation with stakeholders – see below\*

2. To review the **operational and strategic management** of the Parish Council within this overall aim and develop strategies for:
  - IT
  - Communications/stakeholder engagement
  - Finance
  - HR
3. To **monitor and review** these strategies on an on-going basis.
4. To draft a **plan**, implement it (subject to the approval of Full Council), monitor and review it.

\*The **suggested aim** is ‘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 preserve and provide, as far as possible, what residents want in respect of living or working in the Parish.’

### **Membership**

Membership of the Working Party be open to all parish councillors in the same way that the Planning Committee is. This allows everyone to be involved in the development of the Parish Council’s strategy.

### **Reporting**

All recommendations of the Working Party are to be made to Full Council and, in the case of financial issues, to be reported to Finance Committee prior to that.