

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

Present: Parish Councillors R Davey, C Brooke, C Carlisle, A Collingwood, B Grover, R Smith, M Taylor-Cotter, J Tenner, M Urban and the Clerk: J Millett

Apologies – apologies for absence were received from Parish Councillors R Andrews and M Fontana.

Progress report on work to date:

Parish web-site

One satisfactory quote to build a new web-site had been received. Another company was suggested and its Managing Director had offered to come and talk to the Parish Council. He had recommended the use of template pages that users could up-date. There was a hosting set up and help-line included. It was felt that the new web-site would need to be easy to up-date and to use and that there was a need to look at some of the web-sites that the company had developed for other customers.

Roy Davey had put together an out-line specification for the web-site in order to brief suppliers. It was noted that, under financial regulations, a third company would need to be identified. Staff running costs would also need to be assessed.

Communications/community engagement

It was felt that the new the web-site could be used to manage effectively questionnaires and surveys to local residents.

Team skills

Former parish Councillor, David Hall, had put together a schedule of the experience and skills of parish councillors. This information had not yet been received from some of the councillors. The Clerk undertook to gather this information and to re-format and circulate it to councillors.

Finance matters

Roy Davey had previously circulated a paper on the Parish Council's reserves. He undertook to review this for the remaining and next financial year.

Human Resources Policies and Procedures

It was noted that the Council had no formal policies and procedures in relation to Human Resources. The Clerk undertook to contact Surrey and Sussex Association of Local Councils to provide the standard format for these policies and report to Council. It was **RECOMMENDED** to Council that a Human Resources Committee be established, to

consider the range of relevant policies. It was suggested that the constitution of the Committee be one councillor from each ward and the chairman of the Council.

Strategic Planning for 2014 and beyond

The Clerk reminded the Working Group that its agreed aim of was ‘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.’

Within this:

1. 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
2. To monitor and review these strategies on an on-going basis.
3. To draft a plan, implement, monitor and review it.

Agenda items scheduled for 2014 meetings of the Working Party

Wednesday, 9 th April:	Progress reports on above items Succession Planning
Wednesday, 15 th October:	Progress reports Governance arrangements Efficiencies and value for money
Subsequent years	at least once a year, to carry out monitoring and review of existing strategies

Planning Committee meetings

Councillors’ attendance at Planning Committee meetings was discussed. It was suggested that each ward could delegate a member to attend. The Chairman of the Planning Committee warned that each meeting would have to be quorate, i.e., have at least four councillors in attendance.