

**MINUTES OF THE MEETING OF
THE QUALITY PARISH STATUS WORKING GROUP HELD ON
16TH OCTOBER 2003 AT 7.30 p.m. AT THE PAVILION, MANOR FIELD**

Present: Cllr Mr C Alford
Cllr Mrs J Burns
Cllr Mrs A Oxtoby (Chairman)
Cllr Mr V Sewell

In attendance: Mrs Gilder (Assistant Clerk)

1. Apologies for absence

None

2. Election of Chairman

RESOLVED:

On the motion of Cllr Alford, seconded by Cllr Mrs Burns that Cllr Mrs A Oxtoby be elected Chairman of the Quality Parish Status Working Group until the Annual Meeting of the Council in May 2004 or until such time as the group is dissolved, whichever is sooner.

3. Declarations of Interest

None

4. Terms of Reference

The Group considered draft Terms of reference circulated to members before the meeting.

RECOMMENDED: That the Terms of reference as set out below be approved.

1. To examine the advantages and otherwise of the Parish Council seeking Quality Parish Status.
2. To review the criteria for establishing Quality Parish Status and to measure that criteria against the levels of service and activity currently provided by the Council.
3. To identify any shortfalls against the criteria and to advise the Council how it could meet those shortfalls including the costing of such action.

5. Quality Parish Status

The Working Group considered that there would be distinct advantages in the Parish seeking Quality Status particularly if it wished to negotiate additional roles and responsibilities with the District Council where these could benefit the community. Moreover it would greatly help the Council's ability to obtain financial support to develop its proposed Parish Plan.

RECOMMENDED

That the Council formally records its intention to seek Quality Parish Status

6. Quality Parish Status Criteria

The Working Group reviewed the criteria for attaining Quality Parish Status. There were seven key areas all of which had a number of sub areas. The Group felt that the Council appeared to comply with some 90% of the criteria but identified the following areas where further examination was necessary.

1. It was felt that the Council should support the Clerk in seeking accreditation.
2. The Council would be required to increase the number of newsletters from 3 to 4 per year.
3. A formal Annual Report would need to be produced by the end of the financial year. The format and timing of this to be further explored.

RESOLVED:

That KAPC be contacted to obtain guidance on the format of the annual report.

The Working Group noted that a Regional Conference for all Clerks and Councillors on Quality Councils is being held in December 2003

RESOLVED:

That Cllr Mrs Oxtoby, the Clerk and the Assistant Clerk be authorised to attend the conference on Monday 8th December 2003 at a total cost of £65.00.

7. Date of Next Meeting

To be arranged

The meeting closed at 8.55 p.m.

Signed:.....
Chairman

Date:.....