

**MINUTES OF THE MEETING OF
THE QUALITY PARISH STATUS WORKING GROUP HELD ON
6TH DECEMBER 2004 AT 7.30 p.m. AT THE PAVILION, MANOR FIELD**

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

In attendance: Mrs Gilder (Assistant Clerk)

1. Apologies for absence

Apologies had been received from Cllr Mr C Alford.

2. Election of Chairman

RESOLVED:

On the motion of Cllr Sewell, 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 2005 or until such time as the group is dissolved, whichever is sooner.

3. Declarations of Interest

There were no declarations of interest.

4. Terms of Reference

The Group reviewed the Terms of Reference circulated to members before the meeting.

RESOLVED: That,

the Terms of Reference of the Quality Parish Status Working Group as circulated with the agenda be approved.

5. Minutes of the previous meeting

RESOLVED: That,

the minutes of the meeting of the Quality Parish Status Working Group held on 16th October 2003 be approved and signed as a correct record.

6. Quality Parish Status

The Group had been requested to consider submitting an application to seek Quality Parish Status.

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. At the last meeting of the Quality Parish Status Working Group it was felt that the Council appeared to comply with some 90% of the criteria but the Group identified several 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.

Since the last meeting of the Group, it was reported that the Clerk has passed the AQA Certificate in Local Council Administration and the number of newsletters produced has been increased from 3 to 4 per year.

It was noted by the Group that whilst the number of newsletters produced per year had been increased from 3 to 4, in order to fully comply with the requirements for obtaining Quality Parish Status, a list of Council members should be included in each newsletter.

RESOLVED: That, future publications of the newsletter should contain a list of Council members along with the contact details for the Clerk.

It was generally agreed that the main area for consideration was the production of a formal Annual Report which would be required to be produced by the end of the financial year.

RECOMMENDED: That, the Council publishes an Annual Report and distributes it to every household in the Parish with an invitation to the Annual Parish Meeting.

There were a number of points on which the Group felt that further clarification was required.

RESOLVED: That, the Assistant Clerk be asked to contact the Countryside Agency who published 'A Guide to Becoming a Quality Council' to seek clarification on these issues and to report back the findings to the next meeting.

7. Date of Next Meeting

Monday 17th January 2005 commencing at 7.30p.m.

The meeting closed at 8.50 p.m.

Signed:.....
Chairman

Date:.....

