

**MINUTES OF THE MEETING OF
THE QUALITY PARISH STATUS WORKING GROUP HELD ON
17TH JANUARY 2005 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. Minutes of the previous meeting

RESOLVED: That, the minutes of the meeting of the Quality Parish Status Working Group held on 6th December 2004 be approved and signed as a correct record.

3. Declarations of Interest

There were no declarations of interest.

4. Quality Parish Status

The Working Group reviewed the criteria for attaining Quality Parish Status. There are seven key areas all of which have a number of sub areas.

The Group had previously identified that one of the requirements for obtaining Quality Parish Status is that a list of council members along with their contact details should be included in each newsletter published.

Cllr Mrs Burns confirmed that the latest edition of the newsletter included the Councillors names stating that they could be contacted via the Clerk at the Parish Office thus fully complying with the requirements.

At the last meeting of the Quality Parish Status Working Group it was felt that the main area for consideration was the production of a formal Annual Report which the criteria states should be 'completed and publicised by 30th June of the following year (thus a council whose financial year ends on 1 April 2004, for example would need to have its annual report published by 30th June 2004 and made available for inspection by any elector in the council area.

The Group discussed the production of the annual report and agreed that it should be completed as soon as possible after the end of the financial year and be distributed with the council's newsletter during April/May.

Cllr Mrs Burns advised the Group that part of the annual report i.e. the Chairman's report and reports from Chairmen of the council's various Committees and Working Groups had been included, with an invitation to the Annual Parish Meeting, in the latest edition of the council's newsletter which is distributed to every resident in the Parish.

The Group identified that this in itself did not fully comply with the requirements as the annual report should include a summary of the council's accounts.

RESOLVED: That,
the annual report as included with the February 2005 edition of the newsletter be updated to include a summary of the council's unaudited accounts for 2004/05 and sent out as a supplement inside the April/May edition of the council's newsletter which is distributed to each household.

The current format of the annual report does not include a summary of the accounts as it is publicised prior to the Annual Parish Meeting held in March and the end of the financial year has not then been reached.
In order to overcome this problem and to comply with the requirements for obtaining Quality Parish Status

RECOMMENDED: That,
with effect from 2006, the date of the Annual Parish Meeting be changed from March to the end of May and the annual report, including a summary of the council's accounts be published in the Parish newsletter at the end of April/beginning of May of each year along with an invitation to attend the Annual Parish Meeting.

The Group agreed that the Council's application for Quality Parish Status should be submitted by the end of June 2005.

RECOMMENDED: That,
the Council be requested to make available from next years budget, the sum of £117.50, being the application fee for Quality Parish Status.

5. Date of Next Meeting

Monday 23rd May commencing at 7.30p.m.

The meeting closed at 8.30p.m.

Signed:.....
Chairman

Date:.....