

**MINUTES OF THE MEETING OF  
THE QUALITY PARISH STATUS WORKING GROUP HELD ON  
23<sup>rd</sup> MAY 2005 AT 7.30 p.m. AT THE PAVILION, MANOR FIELD**

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

In attendance: Mrs Gilder (Assistant Clerk)

**1. Apologies for absence**

Apologies had been received from Cllr Mrs J Burns.

**2. Election of Chairman**

**RESOLVED:**

On the motion of Cllr Alford, seconded by Cllr Sewell that Cllr Mrs A Oxtoby be elected Chairman of the Quality Parish Status Working Group until the Annual Meeting of the Council in May 2006 or until such time as the group is dissolved whichever is sooner.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Review Terms of Reference**

The Group considered the current Terms of Reference of the Quality Parish Status Working Group as approved by the Council at its Annual Meeting on 9<sup>th</sup> May 2005.

**RECOMMENDED:**

That the following Terms of Reference be adopted by the Council in place of those previously approved :

1. To prepare the application for Quality Parish Status for submission to the Council for approval.
2. To submit the application for Quality Parish Status on behalf of the Council.
3. To monitor the levels of service and activity provided by the Council following the application for Quality Parish Status to ensure that it continues to comply with the criteria.

**5. Minutes of the previous meeting**

**RESOLVED:** That,

the minutes of the meeting of the Quality Parish Status Working Group held on 17th January 2005 be approved and signed as a correct record.

**6. Quality Parish Status**

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 considered a draft of the Annual Report and finalised the format that it should take.

After some discussion it was agreed that in future years the Annual Report should be launched at the Annual Parish Meeting and be distributed to residents in June.

RECOMMENDED: That,  
next year the Annual Parish Meeting be held on Friday 19<sup>th</sup> May 2006.

The Group discussed the future production of the Annual Report and generally agreed that the Newsletter Working Group should also be responsible for putting together the Annual Report each year.

RECOMMENDED: That,  
the Terms of Reference of the Newsletter Working Group be extended to include the production of the Annual Report.

The Group discussed the submission of the application for Quality Parish Status and agreed that on completion it would be beneficial for the portfolio to be sent to KAPC for its comments and that following this, the final version should be submitted to the Council in due course

#### **7. Date of Next Meeting**

To be confirmed

The meeting closed at 8.50 p.m.

Signed:.....  
Chairman

Date:.....