



Holmes Chapel Parish Council

Clerk of the Council: Nicola Clarke

Email: clerk@holmeschapelparishcouncil.gov.uk
01477 533934

Admin: Sue McKay

Email: admin@holmeschapelparishcouncil.gov.uk
01477 533934

1 Church Walk, Holmes Chapel Cheshire, CW4 7AZ

STRATEGY AND PARTNERSHIPS COMMITTEE

TO ALL MEMBERS OF THE COMMITTEE - Mr B Bath, Mr JA Clowes, Mr RC Parry, Mr DE Savage, Mrs M Ranger, Mr S Ranger and Mr M Street

You are summoned to attend a meeting of the Strategy Committee on **Thursday 7 July 2016** at Holmes Chapel commencing at 7.00 p.m.

If members of the public are present there will be a period of question time at the beginning and end of the meeting.

Planning applications will be available for inspection at 6.45 p.m.

AGENDA:

1. **Apologies** - To approve any apologies for absence.
2. **Declarations of interest** – To receive any declarations of interest:
 - a) **disclosable pecuniary interests or**
 - b) **other disclosable interests****as required under Chapter 7 of the Localism Act 2011.**
3. **Public Forum** -The Chairman will adjourn the meeting to allow questions from members of the public to last no longer than 15 minutes. After questions the Chairman will reconvene the meeting.
4. **To receive and confirm the minutes from the meeting held on 2 June 2016** – copies circulated
5. **Matters arising** – To receive verbal reports on any matters arising from the above minutes
6. **Planning applications** – To consider any applications on lists recently circulated by CEC and any others which appear on the Cheshire East Council web site.
16/2863C 33 Station Road, CW4 8AA
Extension to rear of building
7. **Holmes Chapel Partnership** - to consider activities by the Partnership including the skate park project and the village fair.

- 8. Neighbourhood Plan** - to receive a verbal update from the steering group on responses to Reg 14 comments.
- 9. Tour of Britain** - to receive an update on activities in Holmes Chapel for the event from the Clerk.
- 10. Quality Gold Status** -
 - to approve the training log for staff and councillors which will be posted on the website with updates when necessary - see appendix 1
 - to approve the checklist for Strategy & Partnerships committee to monitor the website to ensure compliance with the award.
 - to note the requirements of updating policies and to decide who will work on each policy. See appendix 2
- 11. Community resilience** - to receive an update from Cllr Parry.
- 12. Consultation on changes to the Local Government Transparency Code 2015**
To note the consultation on the Code and to determine if any comments should be sent. None of the changes will impact the parish council as most of the suggested changes are already implemented. See attached information.
- 13. Governance Document** - to recommend the amended document to Full Council for approval. See attached document.
- 14. Communications and Media policy**
To recommend approval of the policy which will replace the current publicity policy and community engagement policy. See appendix 3
- 15. Report on Chairman of the council** - to discuss the report from Cllr Savage on possible methods of election to chair of the council.
- 16. Civic awards** - Cllr Savage to provide a report on a suggestion for civic awards for Holmes Chapel.
- 17. Newsletter** - to confirm the continued use of the Villages Mag to advertise work of the council.
- 18. Chairman's and Clerk's reports** – To receive reports.

Part II

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Nicola Clarke
Clerk of the Council
1 July 2015

Appendix 1

Check list for Quality Gold

Website Area	Criteria	Checked by	Date
Latest News	Up to date information		
Meetings calendar	Agendas and meeting calendar posted Current agenda		
Minutes	Minutes posted for at least one year including Annual Parish Meeting		
Councillor information	Up to date		
Policies	Up to date		
Budget and precept	Budget and precept for current year		
Action plan related to the budget			
Schedule of payments	Payments listed as appendix		
Asset Register	Is current		
Risk Assessment	Is current		
Audit papers	For appropriate year end		
Evidence of consulting the community			
Publicity advertising council activities			
Evidence of participating in town and country planning	Links to current planning applications		
Training log	Up to date for staff and councillors		
Policies	List of policies with dates for reviewing		

Appendix 2

Holmes Chapel Parish Council policy documents			
Policy	Approved	Needs reviewing	Committee
Governance Document Including Standing Orders	Nov 2015	Annually - contains other docs	S&P
Equality	March 2015		S&P
Health and safety	Feb 2015		S&P
Grants and Donations	March 2015		Finance
Members Code of Conduct	CEC document		n/a
Powers and Duties	n/a	n/a	n/a
Financial Regulations	Nov 15 with Governance		Finance
Documents and Records	n/a		n/a
Management Plan	May 2016	Completed May 16	S&P
Promoting public access	Dec 2008		S&P
Publication scheme	Dec 2015		S&P
Fees and Charges	Jan 2010		S&P

Publicity policy	Oct 2008	TO BE REPLACED WITH COMMUNICATIONS AND MEDIA POLICY	
Complaints policy	Sept 2008		S&P
Standing orders	Nov 2015		S&P
Community Engagement	June 2009	TO BE REPLACED WITH COMMUNICATIONS AND MEDIA POLICY	
Training Statement	Nov 2009		S&P
Training Log (staff and members')	Annual update	Ongoing	Clerk and assistant
Risk Management	June 2015	July 2016	Strategy committee
Project Planning	Sept 2015		JAC
Disciplinary policy <i>Not on website</i>	June 2008		Clerk
Grievance procedure <i>Not on website</i>	June 2008		Clerk
Communications and Media policy	July 2016		
Pre-application protocol			SR

Appendix 3

HOLMES CHAPEL PARISH COUNCIL

Communications and Media policy

Introduction

This policy sets out the Holmes Chapel Parish Council methodology and procedures for both its internal and external communications using appropriate media and technologies at its disposal. The purpose of this document is to formalise the position of the council with respect to its commitment to maintaining reliable and robust internal communications methodologies within its day to day running and external communications with its outside customers/stakeholders and importantly with the Press and Public.

The procedures contained in this Policy apply equally to both council members and employees.

Policy

Parish Council Correspondence

- (i) The point of contact for the parish council is the clerk, and it is to the clerk that all correspondence for the parish council should be addressed.
- (ii) The clerk should deal with all correspondence following a meeting.
- (iii) No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the parish council, a committee, sub-committee or working party. In particular, Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.
- (iv) All official correspondence should be sent by the clerk in the name of the council using council letter headed paper.
- (v) Where correspondence from the clerk to a councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX).

Agenda Items for Council, Committees, Sub-Committees and Working Parties

- (i) Agendas should be clear and concise. They should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
- (ii) Items for information should be kept to a minimum on an agenda.
- (iii) Where the clerk or a councillor wishes fellow councillors to receive matters for "information only", this information will be circulated via the Clerk.

Communications with the Press and Public

- (i) The Clerk will clear all press reports, or comments to the media, with the Chair of the council or the Chair of the relevant committee.
- (ii) Press reports from the council, its committees or working parties should be from the Clerk or an officer or via the reporter’s own attendance at a meeting.
- (iii) The Openness of LG Bodies Regulation 2014 became law on 6 August 2014, allowing filming, photography and/or recording of council proceedings by the press or public. The chairman of the meeting should ask if any person intends to do any of these so that councillors are aware. No oral report or verbal running commentary is permitted during the meeting.
- (iv) Unless a councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.
- (v) Unless a councillor is absolutely certain that he/she is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.
- (vi) If councillors receive a complaint from a member of the public, this should be dealt with under the Council’s adopted complaints procedure, or via a council agenda item.

Councillor Correspondence to external parties

- (i) As the clerk should be sending most of the council’s correspondence from a councillor to other bodies, it needs to be made clear that it is written in their official capacity and has been authorised by the parish council.
- (ii) A copy of all outgoing correspondence relating to the council or a Councillor’s role within it, should be sent to the Clerk, and it be noted on the correspondence, e.g. “copy to the clerk” so that the recipient is aware that the clerk has been advised.

Communications with Parish Council Staff

- (i) No individual councillor, regardless of whether or not they are the chair of the council, the chair of a committee or other meeting, may give instructions to the clerk or to another employee which are inconsistent or conflict with council decisions or arrangements for delegated power.
- (ii) Telephone calls should be appropriate to the work of the parish council.
- (iv) E-mails: - Instant replies should not be expected from the clerk, but the clerk will attempt to respond in a timely manner to urgent matters. - Information to councillors should normally be directed via the clerk; - councillors should acknowledge their e-mails when requested to do so.

Adopted by Holmes Chapel Parish Council

Date.....