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|  | **LOCKING PARISH COUNCIL****The Village Hall, Grenville Avenue, Locking, BS24 8AR****Telephone 01934 820786 E-Mail:- lpcclerk@talktalkbusiness.net** |  |

# Minutes of a Meeting of Locking Parish Council held on Thursday 12 November 2020

# at 7:00pm via Zoom

Meeting opened:19.00hrs Meeting closed: 20.35hrs

**Present:** Councillors: P Jones (Chairman) J Keate (Vice Chairman), L Mason, P Lacey, Mrs W Ashdown, W Bearsby, Ms J Roberts, E ap Rees, Mrs J Searle, C Prosser, M Tremlett

**Also, in attendance:** The Clerk

**MATTERS FOR DECISION**

**C328 To receive Apologies for absence and to approve reasons where appropriate –** None

**C329 To receive Declarations of Interest by PCllrs and to consider any written applications for**

 **dispensations:** None

**PUBLIC PARTICIPATION**

**C330 To receive and hear any person who wishes to address the Council, upon prior notice being received. None**

**MATTERS FOR DECISION**

**C331 Review/Restructure of all Locking Parish Committees, sub-committees, working Groups:**

The Chairman noted that this Agenda and attached associated documents has attracted email correspondence between Cllrs and the Clerk. He also noted and agreed that some Cllrs had wished for more time to consider this important topic.

He went onto to recap that it was full Council that had decided that Cllr Roberts should conduct a review and report back to Council during Oct/Nov which is what she had done. The rationale he believed behind Council’s decision was this review was conducted as a consequence of comments made about the involvement of the Executive Committee and the lack of proper representation in committee structures.

The Chairman along with other Cllrs thanked Cllr Roberts for the obvious hard work, time and effort that she had conducted in submitting this review.

Cllr Searle brought up the possibility of a Peer Challenge. Council felt that a Peer Challenge was not relevant to this review/restructure and that it was a separate subject for another time.

Cllr Lacey wished it to be noted that he would be standing down as Chairman of the Staff Working Group

It was **AGREED** with regards to Hall, Park & Green Committee and the Estates Committee that the status quo should remain until May 2021, it was also **AGREED** that Terms of Reference for these committees be reviewed and adopted before May 2021.

Amendments to documents to be completed by The Clerk.

The following was also **AGREED all of the below would become effective from 12 November 2020:**

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| **Finance Committee – AGREED** that this would not be a standing committee |
| **Terms of Reference:** **AGREED** with the following amendments:Remove wording relating to standing committeeUnder the heading of Budgets: The Finance Committee will not approve all committee budgets and projects but to make recommendations only to full Council. The wording ‘To assist the Clerk’ to be inserted.Meet as and when required. |
| **Members:** Finance Committee should have 5 members (when possible) |
| Cllr BearsbyCllr SearleCllr Jones | Cllr LaceyCllr Tremlett |

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| **Human Resources Committee – AGREED** that at this time it will remain a separate committee at some point in the future Council may want to consider amalgamating with Finance Committee |
| **Terms of Reference:** **AGREED** with the following amendments:Meet as and when required. |
| **Members:** Human Resources Committee should have 5 members (when possible) |
| Cllr JonesCllr Bearsby | Cllr AshdownCllr Prosser |

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| **ICT & Comms Working Group – AGREED** to remain as a working group  |
| **Terms of Reference:** **AGREED** with the following amendments:Wording: Committee to Working GroupReport to and make recommendations to full CouncilMeet as and when required. |
| **Members:** ICT & Comms Working Group should have 5 members (when possible) Co-opted members when necessary |
| Cllr JonesCllr Lacey | Cllr Tremlett |

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| **Planning Working Group – AGREED** to remain as a working group |
| **Terms of Reference:** **AGREED** with the following amendments:Wording: Committee to Working GroupReport to and make recommendations to full CouncilMeet as and when required. |
| **Members:** Planning Working Group should have 5 members (when possible) Co-opted members when necessary |
| Cllr ap ReesCllr Roberts | Cllr AshdownCllr Tremlett |

**There being no further business the meeting Chairman closed the meeting at 20.35 hrs.**

 Signed (Chairman)...........................................

 Date.................................................................

**The next meeting of Locking Parish Council will be at 19:30pm held via Zoom on Thursday 3 December 2020.**