

Minutes of a meeting to discuss the future structure of Parish Council meetings held on Thursday, 18th October, 2007 in the Pavilion at Kingsnorth playing field

PRESENT: Mr. T. Horsman (Chairman); Cllr. Mrs. A. Hicks, Mr. N. Shorter; Mrs. L. Ross; Mr. J. Sheehan; Mr. R. Gardner; Mr. M. Ciccone; Cllr. J. Wedgbury; Cllr. J. Holland; Mr. S. Bates; Cllr. P. Davison.

1. **Apologies** SB apologised for arriving late.

2a. To discuss length of Parish Council meetings and whether a committee infrastructure should be introduced

It was agreed that the monthly meetings were far too long; KAPC recommendations were for meetings to last no longer than 2 hours. Efforts should be made to conduct business more quickly, however, there had been an undoubted increase in workload over the last few years and additional meetings were therefore inevitable if they were to be kept to a reasonable length. There was a choice between having more full Council meetings and creating a Committee structure.

Members were against creating a Committee structure, apart from the necessary Staffing Committee. It was thought that the PC as a whole should make the decisions. It might also be difficult to raise a quorum for some Committee meetings especially as 3 members were also Borough Cllrs. with other meetings to attend and others were full-time workers including some who had to work shifts.

It was pointed out that there are already two PC meetings a month when a Planning Meeting is needed. It was suggested that these could be held on a regular basis and more business could be added to the agenda.

It was therefore agreed that as from January 2008, two full Council meetings would be held a month when the PC is not in recess. The existing date of the last Thursday in the month would be retained and the additional meeting would be held on a Thursday two weeks before this.

It would still be essential for business to be conducted as quickly as possible and a target of 2 hours plus any time taken up by visitors was set. However, every member should be allowed to have their say and the meetings should not be curtailed after 2 hours if important business still remained. Members would try to be more succinct and any items that could be reported in advance should be sent to the Clerk to be sent out with the agenda and notes for the meeting. The Clerk should be told of any matters that needed to be reported to another body which did not need to be discussed whenever they arose, not just at meetings.

3. **To note minutes of the Staffing Committee meeting of 8.10.**

The minutes had been circulated and noted by Cllrs. RG pointed out the need for candidates for the post of Clerk/RFO to be made aware during the recruiting process that there would be a review in 6 months or a year to establish whether further hours of work would be needed or another staff member employed and that this would be done 'in consultation with the existing Clerk'. The Staffing Committee had intended that this would be the case and it was agreed that it would be done.

There being no further business, the meeting ended at 9.15 p.m.

Chairman