

ROSSINGTON PARISH COUNCIL

Clerk to the Council

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Rossington Parish Council



MINUTES OF THE GOVERNANCE COMMITTEE MEETING HELD AT ROSSINGTON MEMORIAL HALL AT 6.15 pm on TUESDAY 19 DECEMBER 2017

Present: Councillors: J Parkin, J Cooke, N Smithard, W Reynolds, C Stone, K Guest and A Harper
Chair: Councillor C Beaumont
Clerk: A M Hammond
Ward Cllr: J Cooke
Public: 0

53. WELCOME AND INTRODUCTION

Cllr C Beaumont opened the meeting and welcomed Cllrs and Ward Cllr to the meeting.

54. TO ELECT A CHAIR AND VICE CHAIR

RESOLVED to note the following:

54.1 C Beaumont proposed W Reynolds be Chair, this was seconded by A Harper.

54.2 K Guest proposed C Beaumont be Vice Chair, this was seconded by J Parkin.

55. PUBLIC SESSION

RESOLVED to note there were no members of the public present.

56. TO RECEIVE ANY ANNOUNCEMENTS

RESOLVED to note there were no announcements

57. TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE

RESOLVED to note the following:

57.1 Apologies were received from D Harper which were approved by the Parish Council.

57.2 There were no declarations of interest.

57.3 There were no applications for dispensation.

58. TO CONSIDER THE MEMBERSHIP OF THE GOVERNANCE COMMITTEE

RESOLVED to note that K Guest and J Parkin expressed a wish to be on the Governance Committee. This was proposed by J Cooke and seconded by C Stone.

59. TO CONSIDER THE TERMS OF REFERENCE OF THE GOVERNANCE COMMITTEE

RESOLVED to note this item to be deferred to the next meeting.

60. TO CONSIDER THE PARISH COUNCIL'S COMMUNICATION POLICY

RESOLVED to note the following:

60.1 The Governance Committee endorsed the system of communication already being used by the Clerk and Deputy Clerk be supported on an ongoing basis. As Proper

Officers of the Parish Council it is necessary to use all modes of communication to reach the widest audience in Rossington.

60.2 The Governance Committee endorsed the system of communication by text currently being used by the Clerk and Deputy Clerk.

60.3 The Clerk to produce a draft Communication Policy to be sent out in paper format to the Governance Committee prior to the next Governance meeting.

60.4 Z Attridge-Chambers to update the Parish Council website.

60.5 Z Attridge-Chambers to put the Standing Orders and Parish Policies on the Website after they have been reviewed and ratified at the next Governance Meeting.

61. TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON THE AGENDA FOR THE NEXT MEETING

RESOLVED to note the following:

- To review the Parish Council's Standing Orders
- To review the Parish Council's Policies

62. TO CONFIRM THE DATE AND TIME OF NEXT MEETING

RESOLVED to note the next meeting is at **7.15 pm** on **Tuesday 16 January 2018**.