

**NOTES OF A MEETING OF THE  
PROCEDURES WORKING GROUP  
HELD ON 21 APRIL 2010 AT 8.00pm**

Present: Cllr Sharp (in the chair)      Cllr Greatrex  
             Cllr Booth                                Cllr Williamson  
             Cllr Payne                                Jayne Cooper

1	<b>To receive apologies and not absences</b>  Apologies received from Cllr Simkin	
2	<b>To receive and confirm the notes of the last meeting held on 21 October 2010</b>  The minutes were proposed, seconded and agreed as a true record.	
3	<b>To discuss any matters arising not dealt with elsewhere on the agenda</b>  Item 4 Review of Standing Orders – This was reviewed at Council in November and December 2009 where it was proposed to amend the proposed change to Standing Orders to read “ <i>a chairman of council shall hold office for not more than three years consecutively</i> ”. This was carried and would take effect from May 2010.  Item 6 – Severn Trent had been written to regarding the Allotment road.	
4	<b>To receive and consider the revised Freedom on Information Publicity Scheme</b>  The Clerk had updated the current document which had been approved in 2002. Subject to the addition of “The Annual Return”, the revised copy was accepted and would be included on the Council’s website once established.	Clerk
5	<b>To review Gnosall Parish Council’s Security Statement</b>  The current statement (dated 2002) was circulated. Before amendments are considered, the Clerk was asked to determine what the Council is legally obliged to do under the Data Protection Act.	Clerk
6	<b>To receive and discuss the notes of the Quality meeting held on 16 December 2009</b>  The notes were reviewed and it was noted that: <ul style="list-style-type: none"> <li>• A website is now being constructed.</li> <li>• Projects have been prioritised and the first Task and Finish Group should be set up for the Chippy Jumps project</li> </ul>	Clerk

	<ul style="list-style-type: none"> <li>• The Clerk is to put together an approved list of suppliers</li> <li>• The number of parish council meetings had been reduced</li> <li>• A successful meeting had been held with neighbouring parish councils which could be moved forward with joint training opportunities under the SPCA's new training scheme.</li> <li>• The quality file for QPS evidence had been established in the Parish Office</li> <li>• Information pack for councillors is being updated for circulation at the Annual meeting</li> </ul>	Clerk          Clerk
7	<p><b>To discuss and agree where responsibility lies for matters that require attention that do not fall under the remit of a specific committee</b></p> <p>As there have been matters to deal with (such as repair work to the parish office) that do not come under the responsibility of a particularly committee, it was proposed, seconded and agreed to change the name of the Finance Committee to the Resources Committee. The remit would be the same apart from the inclusion of the words: <i>To discuss and agree where responsibility lies for matters that require attention that do not fall under the remit of a specific committee</i>. A recommendation to be made to Council on 10 May.</p>	
9	<p><b>Date and Time of Next Meeting</b></p> <p>20 October at 7.30pm</p>	

The meeting closed at 9.00pm