

## Item 11 Chairmanship Training

### **Report by Cllr Macdonald from Chairmanship workshop 7.10.21** **– hosted by LALC via zoom**

The purpose of Parish Council meetings is to make decisions. The Chair is there to encourage all councillors to speak, but keep everyone on track.

Meetings should NOT go on for longer than 2 hours (as stipulated in the Standing Orders) as clear decisions cannot be made after that time- concentration wanes.

All Councillors must remember that they are not volunteers and are actually unpaid elected members of the first tier of local government.

**Agendas** should be clear as to what is to be discussed and what the objectives are.

- Item 4 - lighting is too vague – doesn't state what is to be discussed or decided upon.
- Item 4 - Consider if extra lighting should be installed on rec ground due to antisocial behaviour, believed to have been caused by lack of visibility – is much clearer. It gives a clear objective which helps to limit discussion and also gives the Chair the focus of the agenda item to assist him with keeping things on track

**Mins:** most send these out in draft form asap after meeting - even publishing to website. Gives people time to read and ask for amendments so are ready for sign off at meeting. They are also useful as members of the public to see what happened in a timely manner. Decisions made should be clearly identified – eg “**It was resolved that.....**”

**Matters arising/AOB:** Councillors can only make decisions of items listed on the agenda so vague headers such as these shouldn't really be on. It is good practice that councillors ensure items for the agenda are sent to the clerk by a set date

**Planning:** several councils had given delegated authority to their clerk and named councillors for applications such as conservatories. Only Full applications and those deemed complex by the group are sent to full council. This group can function via email

**Reports:** are usually sent with agenda so that councillors can read prior to the meeting. This cuts down meeting times and ensure already in a format to put in newsletters and on website easily. We had already started this in principle as at the September meeting, we asked “Nick Elliot to give an update on the progress of the Allotment Association set up”.

**Timings:** The chair should ensure everything is kept within allotted times and decisions must be reached by the end of this timing, otherwise items should be carried forward to the next meeting.

**Meeting preparation:** the Chair and all councillors are expected to attend the meeting having read all documents sent with the agenda, meaning they have got the facts and are in a position to discuss and come to a decision.

We discussed timings at the last meeting, and I think that some of the points raised at the training would help reduce the overall length of our meetings. Therefore, I would like to add to the agenda:

#### **Chairmanship training 7.10.21**

1. To note the report from Cllr Macdonald
2. To consider draft minutes be made public.

## Item 11 Chairmanship Training

3. To consider removal of Agenda Item "Councillors Issues" (these should be submitted to the clerk in time to be included on the agenda *or the Clerk may be able to deal with some issues independently. ie blocked drains etc*).
4. To consider creating a small 'Planning Group' who are given delegated authority to report on planning. Where there is a FUL application, this would be brought before the meeting for all Councillors to discuss.'
5. To consider that going forward, any working group or subcommittee should submit a written report by the required date in order for it to be distributed with the agenda. Create a template to ensure all reports are submitted in the same way.
6. To consider a formal timetable of dates – showing latest submission date to clerk. This could be spread out throughout month to assist with admin.