

Hixon Parish Council

15th OCTOBER 2019

Order of Business Report - Item ref 058/19

1 Purpose of Report

2 Background Information and Key Issues.

- 1.1 To recommend approval to change the order of business on Hixon Parish Council's Agenda in accordance with this report.
- 2.1 The Agenda has grown organically over the years and is in need of reorganising. The current Agenda doesn't provide a structured order of business for Hixon Parish Council.
- The proposed Agenda order of business is an attempt to restructure the meeting into distinct areas of commonality and provide a natural flow of business.
- 2.2 Opening Meeting.
- The opening section confirms apologies received, declarations of interest and agreement of minutes from previous meeting. This will be followed by reports from Borough & County Councillors, Chair's announcements and questions from Parish Councillors.
- The meeting will then be adjourned for Public Participation. Members of the public and applicants tend to take greater interest in planning applications, particularly when major or sensitive applications are to be discussed. It makes sense for public participation to take place prior to consideration of planning applications.
- 2.3 Planning Applications / Reports.
- This area of the agenda is where Hixon Parish Councillors discuss planning applications in detail and formulate a Hixon Parish Council consensus point of view and response to Stafford Borough Council planning department.
- 2.4 Agenda Items

This area is open for general items to be raised by individual Councillors or topics brought to the attention of Councillors by the Clerk. It also gives an opportunity to address any outstanding issues from previous meetings.

Any new item added to the agenda (whether by the Clerk or individual Councillor) should be backed with a written report that sets out clearly the issue to be discussed, together with supporting background information and a recommendation for consideration. This change will place the onus on the Clerk and/or Councillor who make a proposal to consider carefully what is placed on the agenda and the objectives for consideration. If adopted, this change will make Hixon Parish Council meetings much more efficient.

2.5 Projects, Task Groups, and External Meetings Reports

This provides a platform for written (where appropriate) update reports from Parish Council task groups and any external appointments.

2.6 Finance / Administration / Legal

Clerk to report current financial situation, quarterly spend against budget report and cheque signing/counter signing. When appropriate, Clerk to bring forward any proposed administrative changes such as standing orders etc...

2.7 Correspondence sent and received

The Clerk to record a list of relevant incoming and outgoing communications and make such communications available to all Hixon Parish Councillors on request.

2.8 In Camera Items

Exclusion of public and press. Normally this area should be used to inform / discuss sensitive issues away from public and press gaze. The Clerk may summarize an outline of the item to councillors beforehand, but the particular details should only be distributed at the beginning of the in-cameras discussion. All papers distributed to be collected by the Clerk at the conclusion of the discussion.

2.9 Minutes of meetings

Minutes, in general, should represent outcomes of discussions; reports and voting. When voting, the Clerk will record whether a vote is unanimous or a majority (for or against). A named vote may be called at any time prior to the vote being taken. ~~However, it may be prudent to have a named vote for any items that do not command a majority vote.~~ **The above text amended at meeting 15th October 2019.**

3 Financial, Resource and legal Implications

3.1 Financial: There are no financial implications.

3.2 Resource: May be training implications.

3.3 Legal: May require change in Standing Orders to cover item 2.9 in this report.

4 Report produced by:

4.1 Susan McKeown



HPC Agenda MASTER
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