

Community Governance Review Sub-Committee Agenda

Date:	Wednesday, 18th March, 2015
Time:	10.00 am
Venue:	West Committee Room - Municipal Buildings, Earle Street, Crewe, CW1 2BJ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relating to the work of the body in question. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

4. **Minutes of Previous meeting** (Pages 1 - 4)

To approve the minutes of the meeting held on 12 February 2015.

For any apologies or requests for further information, or to give notice of a question to be asked by a member of the public

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5. **Exclusion of the Press and Public**

The reports relating to the remaining items on the agenda have been withheld from public circulation and deposit pursuant to Section 100(B)(2) of the Local Government Act 1972 on the grounds that the matters may be determined with the press and public excluded.

The Committee may decide that the press and public be excluded from the meeting during consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

PART 2 – MATTERS TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT

6. **Appointment of an Interim Parish Clerk**

The Sub-Committee is invited to interview candidates for the appointment of an Interim Parish Clerk for Macclesfield Parish Council.

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Community Governance Review Sub-Committee**
held on Thursday, 12th February, 2015 in The Tatton Room - Town Hall,
Macclesfield SK10 1EA

PRESENT

Councillor D Marren (Chairman)
Councillor P Groves (Vice-Chairman)

Councillors G Baxendale, J Jackson and P Whiteley.

Councillors in attendance:

Councillor L Brown.

Officers in attendance:

Chris Allman – Programme Manager, FR Organisational Capacity
Lindsey Parton – Registration Service and Business Manager
Cherry Foreman – Democratic Services Manager

Also present:

Jackie Weaver – Cheshire Association of Local Councils

21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor B Murphy.

22 DECLARATIONS OF INTEREST

There were no declarations of interest.

23 PUBLIC SPEAKING TIME/OPEN SESSION

With reference to minute 18 of the last meeting, Councillor L Brown expressed concern at the amount allocated to grants and for the contingency sum both of which she considered were too high. The Chairman responded that recommendations of the Sub-Committee had been considered and approved by the Constitution Committee at its meeting on 29 January 2015.

24 MINUTES OF PREVIOUS MEETING**RESOLVED**

That the minutes of the meeting held on 16 January 2015 be approved as a correct record.

25 TRANSITIONAL ARRANGEMENTS

Consideration was given to the process and timescale for the appointment of an Interim Parish Clerk and to the provisional date and draft agenda for the Annual Parish Council Meeting which had to be convened no later than 14 days after the Parish Councillors took office, and for the Annual Parish Meeting which had to be held before the end of June.

Jackie Weaver, of the Cheshire Association of Local Councils (ChALC) was welcomed to the meeting to which she had been invited to attend and participate in discussion on these items.

APPOINTMENT OF AN INTERIM PARISH CLERK

The Sub-Committee was advised that a Parish Clerk for the new council could only be appointed by the Sub-Committee on an interim basis, in order to assist the new council in its early days, and that it would be for the Parish Council itself to appoint a clerk of its choice in due course.

It was noted that in previous such instances help had been provided by ChALC which had contacted the clerks at councils in its membership to seek applications from any who were willing to assist the new council for a limited period of time; ChALC confirmed that it would be willing to assist in this way again. It was noted that the council to which the clerk was already attached would need to be willing and able to accommodate the commitment required.

Members welcomed the assistance of ChALC and said they would like the advertisement for the interim post to reach as many candidates as possible. A model person spec for a clerk to the Council, and associated job description, were circulated and this was discussed along with preferred timescales. It was proposed that the closing date for applications be the first week of March with interviews taking place in the week commencing 16 March 2015.

The Chairman and the Registration Service and Business Manager agreed that they would assess the applications, and prepare a shortlist of people for interview by the Sub-Committee, but that all the applications would be circulated to the Sub-Committee for information and to enable them to comment if they so wished.

RESOLVED

1. That the post of interim parish clerk be advertised via ChALC contacting its members to alert them of the vacancy.
2. That the closing date for applications be the first week of March and that interviews be held in the week commencing 16 March 2015.
3. That the Chairman and the Registration Service and Business Manager prepare a shortlist for interview but that all applications be circulated to the Sub-Committee for information and comment.

PROVISIONAL DATE AND AGENDA FOR THE INAUGURAL AND ANNUAL PARISH COUNCIL MEETING

It was reported that the Annual Meeting for the Parish Council had to be convened by Cheshire East Council no later than 14 days after the Parish Councillors took office. A Parish Meeting, which was a meeting of all the electors of the Parish who were entitled to attend and vote, would then take place immediately following.

It was proposed that the meetings be held in the evening with the first commencing at 7.00 pm. Room availability for the week commencing 18 May 2015 was reported and the Sub-Committee stressed that they should be in Macclesfield Town Hall. It was suggested that Parish Councillors be invited to

attend a welcome briefing, at which declarations of acceptance of office could be signed and other procedural matters addressed, prior to the commencement of the meetings.

A draft agenda for both meetings, put together with assistance of ChALC, was considered. In order to avoid confusion it was requested that an additional item be inserted, after the existing item 3, to clarify that following the designation of Macclesfield Parish Council as Macclesfield Town Council the Chairman and the Vice-Chairman would be known as the Mayor and the Deputy Mayor. In addition items would need to be added regarding arrangements for the formal mayoral civic ceremony which would be held at a later date, and for a Cheshire East Officer update on the transfer of assets.

Councillor Jackson sought clarification regarding office accommodation, the use of the Council Chamber for meetings, and the use of the Mayor's parlour by the new Parish Council. The Chairman indicated that these were matters outside the remit of the Sub-Committee and that alternative enquiries would need to be made within the Council.

RESOLVED

1. That approval be given to the draft agendas as set out subject to the addition of items to clarify the position in respect of the Mayor and the Deputy Mayor, of arrangements for the formal civic ceremony, and for a Cheshire East Officer Update on the transfer of assets.
2. That delegated authority be given to the Registration Service and Business Manager to finalise the date and location of the meeting.

26 DATE OF NEXT MEETING

It was noted that the next meeting was due to be held on 1 April 2015 at 10.30am in the Council Chamber, Macclesfield.

The meeting commenced at 2.00 pm and concluded at 3.15 pm

Councillor D Marren (Chairman)

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