

Proposed Revised Meeting Schedule and working arrangements for Minting & Gautby PC
from May 2016

Clerks Employment Hours = 192					Per 6 meeting year	Per 4 meeting year	
Job Segments		Hours Per meeting	Hours Per year	Hours Per Issue			
Pre-Meeting and Meeting Prep		16			96	64	
Post Meeting work		14			84	56	
Between Meeting work		10			60	40	
HAC, Other meeting			20		20	20	
Working Parties			16		16	16	
Annual Audit			10		10	10	
TOTAL					286	206	
Newsletters				20	60	60	

1. Four scheduled Parish Council Meetings, which is the legal minimum, rather than six
 1. May – Annual Parish Meeting and AMPC
 2. September
 3. November – Budget
 4. January – Budget/Precept, grass cutting tender

2. Fixed work days = 21 per year@8 hours per day = 168 hours

May 9/10 – Accounts
May 16/17 – Agenda and pre-meeting prep work
May 24 – Meeting
May 25 – Follow up

September 12/13 - Agenda and pre-meeting prep work
September 20 – Meeting
September 21 – Follow up

November 4 – Budget prep
November 7/8 - Agenda and pre-meeting prep work
November 15 – Meeting
November 16 – Follow up

January 9/10 - Agenda and pre-meeting prep work

January 17 – Meeting

January 18 – Follow up

3. If Planning Applications come up: pass to Chair to call extraordinary meeting, which the Chair's responsibility.
4. Consultations: Chair and Vice Chair to discuss and decide if a meeting is necessary and call one if required. VC to take notes.
5. Cheque signing: Devolve cheque signing outside of meeting for budgeted items, to be ratified at next meeting, excluding salary cheques, which will be done at each of the 4 meetings. Current signatories are JL, GVB and JH.
6. Newsletter production: Delegate responsibility to Chair and Clerk to produce a draft. Clerk to drop draft copy to Councillors. If any amendments required, Councillors to call and advise Clerk immediately, otherwise Clerk to print off newsletters and deliver.
7. Working Parties: These can be as frequent as necessary and don't require the presence of the Clerk.

Between meeting items to be dealt with:

- Emails from LALC, NALC, SLCC, ELDC and LCC, plus residents
- Training courses such as Prevent, DPI, Emergency Planning
- Website updates as required by Transparency Regulations
- Highways reporting and follow up
- Consultations and Planning applications
- Policy updating
- Emergency Planning and river-level checks on environment agency website
- Keep up to date with relevant legislation
- Managing the audit paperwork
- Annual Parish Meeting preparation
- Correspondence, sending welcome cards and thank you cards when necessary
- Looking after noticeboards and defibrillators

Under this scheme, the remaining 2016/17 meetings after 23 May 2016, would be:-

Tuesday, September 20, 2016 – Gautby Village Hall

Tuesday, November 15, 2016 – Minting Village Hall

Tuesday, January 17 – Minting Village Hall