# Brundall Parish Council

Advisory and Scrutiny Committee Meeting Minutes

**31st January 2023 held online via Zoom**

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| Present: Chairman J Warne, Cllr J Mickelburgh, Cllr R Tungate, Deputy Clerk: C Dickson | | |
| *Minute* | *Details* | *Action* |
| **AC256** | **Apologies for Absence**  None. |  |
| **AC257** | **Declarations of Interest**  None received. |  |
| **AC258** | **Minutes of the Last Meeting 18th October 2022**  The minutes wereunanimously **approved**. |  |
| **AC259** | **Matters Arising**  None. |  |
| **AC260** | **Public Participation**  None in attendance. |  |
| **AC261** | **Working Groups Terms of Reference**  Following the last meeting the Deputy Clerk met with Cllrs Buckley, Britt and Abbott to look at draft Terms of Reference for Working Groups. Although these were thought appropriate for time limited Working Groups they were not suitable for ‘Friends Of’ Groups and separate ToR were drafted (see next item). The following Working Group Terms of Reference were discussed and proposed by the Committee:  The Parish Council as the parent body can form a Working Group to carry out specific detailed tasks on any matter that falls within its powers.  The Full Council or a Committee may form or disband a Working Group. Such a Working Group will carry out tasks as defined by the Full Council or Committee.  Specific Terms of Reference for a Working Group shall be drafted by the Full Council or Committee including, if necessary, delegated powers. This then will be prepared by the Clerk for submission to the Advisory & Scrutiny Committee, with ratification at the next Full Council Meeting. Membership Initial members of the Working Group will be appointed by the Parish Council and will consist of a minimum of 1 elected member of the Council unless otherwise specified. A register of such appointees will be held by the Council and publicised on the website.  The Working Group can co-opt members of the public who have specific knowledge and/or expertise on the subject to assist the Working Group.  The Term of Membership for a Working Group will be for a period of one year or to the next Annual Meeting of the Parish Council.  The Annual Meeting of the Parish Council can re-confirm the Working Group’s membership and Terms of Reference, or appoint other elected members to serve for the forthcoming civic year. Leader A leader will be appointed for the Working Group by the Parish Council and must be an elected member of the Council unless otherwise agreed by the Full Council.  The leader will be the main point of contact for the Clerk to the Council, Council members, and members of the public. Powers Working Groups cannot make decisions on behalf of the Parish Council, and any recommendations made by Working Groups will be subject to approval by the Full Council or relevant Committee. Responsibilities and Areas of Operation The Full Council or relevant Committee will establish the role of the Working Group and its full Terms of Reference. This may include:   * To tackle issues as directed by the Full Council or Committee * To be task specific and time limited * To examine an issue in detail, read reports and related materials, examine options, and obtain advice for the Full Council or Committee * To act as experts, if suitably qualified, and/or liaise with experts * To make recommendations to the Full Council or Committee * To explain the recommendations, reasons, and options to Full Council or Committee by way of a written report * To answer questions from the Full Council or Committee * No funding or monies can be spent or committed without delegated authority or prior Full Council or relevant Committee endorsement   The Working Group will arrange its own meetings and schedule of work at its inaugural meeting.  The leader of the Working Group, if unable to attend a meeting of the Full Council or relevant Committee, will nominate another member of the Working Group to attend and deliver the progress report. Meetings of Working Groups A Working Group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any Councillor who is a member of the Working Group.  Formal agendas and minutes are not required.  The Clerk to the Council will be notified of any meeting with at least 3 working days notice.  The quorum of the group shall be 1 elected members and 2 co-opted members.  The Working Group shall report formally to each meeting of the Full Council or relevant Committee with informal updates to Council members following each meeting.  The Working Group will report formally to the Full Council at its Annual Meeting if required.  The frequency of meetings will be as required.  The Working Group is expected to be time limited.  The Committee **resolved** to put forward the above Terms of Reference to full Council for approval. |  |
| **AC262** | **Framework for ‘Friends Of’ Groups**  The following Framework for ‘Friends Of’ Groups was proposed by the Committee:  Full Council or a Committee can establish a Friends of Group for long term management or activities on any land or area the Council owns, leases or manages.  Guidance that the Friends Of Group must follow includes Health & Safety and Risk Management legislation and will be prepared by the Full Council or relevant Committee for ratification at the next Full Council Meeting following the Friends Of Group being established. Membership All Groups will include a minimum of 1 Parish Councillor.  The Friends Of Group will consist of parishioners, other members of the public, and anyone with specific knowledge and/or expertise on the subject to assist the Friends Of Group.  The Group will determine the size that works best for the area of land. Membership may be fluid. Chairperson The Chairperson of the Friends Of Group will be appointed by the Parish Council at the next Full Council or relevant Committee meeting and should be an elected Councillor, unless otherwise agreed by the Full Council or Committee.  The Chairperson will be the main point of contact for the Clerk to the Council, Council members, and members of the public.  It is the Chairperson’s duty to ensure that meetings are inclusive and held in a sensitive and respectful manner. Management The Friends of Group will follow Management Plans provided by Full Council or relevant Committee.  Day to day and practical management of the land will rest with the Friends Of Group.  Friends Of Groups cannot take major decisions on behalf of the Parish Council, for example involving expenditure or lasting structural impact on the land, without approval by the Full Council or relevant Committee. Responsibilities and Areas of Operation The Friends of Group has responsibility for effective management of the land.  This will include, but not be limited to:   * Create, monitor, and implement a management plan for the area of land * Tackle issues as requested by the Full Council or relevant Committee * Examine an issue in detail, read reports, plans, and related materials, examine options, and obtain advice for the Full Council or relevant Committee * Act as experts, if having specialised knowledge/recognised qualifications, and/or liaise with experts * Make recommendations to the Full Council or relevant Committee * Explain the recommendations, reasons, and options to Full Council or relevant Committee by way of a written or verbal report * Answer questions from the Full Council or relevant Committee   No funding or monies can be spent or committed without delegated authority or prior Full Council or Committee endorsement and will be subject to any Council Financial Regulations.  The Chairperson of the Friends Of Group, if unable to attend a meeting of the Full Council or Committee, will nominate another member of the Friends Of Group to attend and deliver the progress report. Meetings of Friends Of Groups The Friends Of Group will arrange its own meetings as required.  A Friends Of Group does not meet in public, therefore Standing Orders are not applicable, although any members are expected to conduct themselves in a mindful manner. The Code of Conduct still applies to any Councillor who is a member of the Friends Of Group.  Formal agendas are not required but minutes or action points of any meetings should be recorded. Minutes or action points should be circulated to all members of the Friends of Group and a copy to the Clerk.  The Clerk and/or Deputy Clerk to the Council or Committee will be notified of any strategic meetings.  The Friends Of Group shall report to each meeting of the Full Council or relevant Committee.  The Friends Of Group will report to the Full Council at its Annual Meeting.  The Committee **resolved** to put forward the above Framework to full Council for approval. |  |
| **AC263** | **Terms of Reference for the new Environment Committee**  At their inaugural meeting the Environment Committee drafted their Terms of Reference. After reference to other Parish Council Environment Committee ToR, a few amendments were made and the following Environment Committee ToR were proposed by the Committee:  The Committee is appointed annually by the Parish Council at the AGM to advise on and/or co-ordinate wildlife, biodiversity, and environmental issues on land owned and/or managed by the Council. The Committee will also evaluate any proposals, Local Plans, Green Belt and development schemes that may affect the Parish, and make recommendations.   1. The Committee shall comprise a minimum of 8 and a maximum of 12 members to include:  * 3 Councillors, including the Chair or Vice-Chair of the Land Management and Recreation and Wellbeing Committees * wildlife, biodiversity and/or environmental specialists, if willing to serve * the tree warden and/or a representative of the Broadland Tree Warden Network, if willing to serve * any other persons interested in relevant issues or with relevant expertise  1. The Committee may, during the year, co-opt additional members for specific projects on a temporary basis. 2. Any change in membership of the Committee shall be confirmed by the Parish Council at its next ordinary meeting. 3. The Committee shall elect its Chairman and Vice-Chairman, who shall be a Parish Councillor. 4. Quorums for meetings will be a minimum of 3 members, including 1 Parish Councillor. 5. The Committee shall meet at least 4 times a year, or when requested to give advice on an issue by the Council. 6. The Parish Clerk and/or Deputy Clerk shall be in attendance. 7. The Committee shall ensure that any actions performed on land owned or leased by the Council is in accordance with the Council’s regulations and specifications in relation to wildlife, biodiversity and environmental issues including, trees, hedgerows and roadside verges. A register will be maintained of all public footpaths, bridleways etc and recommendations made as to their upkeep. They will also advise the Full Council or Committees on environmental, health and safety, risk assessments, and work of voluntary groups or paid contractors. 8. The Committee Chairman will provide the Full Council with a report on its work after each meeting. 9. The Committee’s Terms of Reference shall be subject to the approval of the Full Council and will be reviewed as per the Advisory and Scrutiny Committee review schedule. 10. The Committee shall liaise with and advise the Land Management Committee/other Committees to ensure all Brundall Parish Council work practice is in accordance with environmental good practice and legislation. 11. The Committee shall prepare an Annual Report for the Annual Parish Meeting. 12. Any matters which require decision by the Full Council shall be submitted via a written report.   The Committee **resolved** to put forward the amended Environment Committee Terms of Reference to full Council for approval. |  |
| **AC264** | **GDPR Policy**  There have been no amendments to the NALC GDPR documents since 2018 but Brundall Parish Council’s policy has not been reviewed since adoption in September 2020. Due to the expected new legislation to amend all EU laws whole scale review was not felt necessary at the current time. A few small amendments were made:  Page 2, para 2 – ‘Assistant to the’ was amended to ‘Deputy’  Page 4, Summary action point 3 – ‘and/or Deputy Clerk’s’ was inserted after ‘Clerk’s’  Page 4, Summary action point 7 – was amended from ‘A Committee, with Terms of Reference, will be set up to manage the process (via Advisory and Scrutiny Committee).’ to ‘The Advisory and Scrutiny Committee will oversee the process.’ |  |
| **AC265** | **Items for the next Agenda (not for discussion)**  GDPR Privacy Notice |  |
| **AC266** | **Next meeting(s) for the year ahead:**  2nd May 2023  1st August 2023  31st October 2023  30th January 2024  **Meeting Closed at 20.30pm** |  |
|  | Signed as a true record…………………………………………….. Date…………………………… |  |