

**Joint Working Group**  
**RMBC & Parish & Town Councils**

**Thursday 8<sup>th</sup> January 2009**

**4.30pm the Town Hall**

**Present:**

Cllr M Hussain (Chair)	-	RMBC
Cllr J Austen	-	RMBC
Cllr P Wade	-	Aston-Cum-Aughton
Cllr G Cooper	-	Aston-Cum-Aughton
Cllr T Kelsey	-	Bramley/Hellaby
Cllr J Swann	-	Woodsetts
Mandy Ardron (minutes)	-	RMBC

<b>AGENDA</b>	<b>ACTION</b>
<p style="text-align: center;"><b>1. Apologies</b></p> <p>Paul Griffiths</p>	
<p style="text-align: center;"><b>2. Introductions – New Members of the Joint working group</b></p> <p>Cllr Hussain welcomed everyone to the meeting and introductions were made.</p>	
<p style="text-align: center;"><b>3. Update from RBT on procurement issues</b></p> <p>PG was due to give an update, but was unable to attend due to illness. It was requested that PG send a briefing note out to all members as soon as possible to update them before the next meeting.</p>	<p>PG to send briefing notes regarding RBT procurement issues to all members before the next meeting.</p>
<p style="text-align: center;"><b>4. Planning for the Next Parish Network Meeting</b></p> <p>The meeting is arranged for Friday 27<sup>th</sup> February at 2pm.            Concerns were raised regarding the time and day of this meeting, it was suggested that attendance could potentially be low because of a Friday afternoon meeting.            It was decided that an invitation letter be sent out as</p>	<p>PG to send an invitation letter out to all Parish Councilors</p>

<p>soon as possible to find out how many people would be available to attend.</p> <p>The meeting would be around 2 hours long, will be planned around John Healey's presentation, and all questions should be related to the presentation.</p>	
<p><b>5. Communities improving the local environment.</b></p> <p>Cllr Kelsey raised his concerns regarding environmental issues across the borough and in particular fly tipping, and recycling.</p> <p>It was agreed that the group would look into developing a joint campaign involving Parish Councils, RMBC and other relevant service providers.</p> <p>It was suggested that information on these issues could be included in future Parish Council literature.</p>	<p>A meeting to be arranged with the Area Assembly to discuss the further development of this campaign.</p>
<p><b>6. Any other business</b></p> <ul style="list-style-type: none"> <li> <p><b>• Terms of reference for the group</b></p> <p>It was decided that the terms of Reference for the joint working group should be circulated to the members and in particular the new members.</p> </li> <li> <p><b>• Website</b></p> <p>A number of problems were raised regarding the development of the Parish council Website. Information has being submitted but not updated on the site. Questions were raised on whose responsibility it was to input the data and what and when are the deadlines for information. It was suggested that a service level of agreement could be drawn up to ensure these issues were addressed.</p> </li> <li> <p><b>• NALC Conference</b></p> <p>Cllr Austen informed the group that she had booked a place on the conference in York and would give feedback.</p> </li> </ul>	<p>PG to circulate the terms of Reference.</p> <p>Request a meeting with RBT to discuss requirements around the Website.</p>

<ul style="list-style-type: none"><li>• <b>Scrutiny Review</b> Cllr Austen informed the group that 11 recommendations had been made around communications, training and empowerment, Cllr Austen will email the document to the group</li><li>• <b>Parish Boundaries Review</b> This is still on going; letters have been sent out and the deadline for responses is the end of January 09.</li></ul>	JA to circulate Scrutiny review to the group.
<p><b>7. Time and date of next meeting</b></p> <p><b>Monday 16<sup>th</sup> February 2009</b> <b>At 4pm at The Town Hall</b></p>	