

## Joint Working Group

### RMBC and Parish and Town Councils

3<sup>rd</sup> of December 2009, Town Hall

#### Present:-

Councillor Eric Shaw (ES)  
Councillor Gary Cooper (GC)  
Councillor Ted Kelsey (TK)  
Councillor Richard Swann (RS)  
Paul Griffiths (PG)  
Tracy Holmes (TH)  
Sarah Corbett (CB)

AGENDA	ACTION
<p><b>1. Apologies</b></p> <p>Councillor Mahroof Hussain Councillor Jane Austen Councillor Pat Wade</p>	
<p><b>2. Minutes of the Previous Meeting and Matters Arising</b></p> <p><b>Public Building Licenses</b></p> <p>ES confirmed that he had received correspondence from Deborah Bragg regarding the renewal of a license to conduct marriages. This information is to be displayed on the Rotherhamparishcouncils website.</p> <p><b>Borough wide Clerks Meeting</b></p> <p>The group asked if they could receive a regular update or minutes from the clerks meetings now being held every month.</p> <p><b>Finance Training</b></p> <p>PG advised that 12 parish councilors or clerks had attended the recent finance training.</p> <p>TK and RS advised that he found the training useful although the group expressed disappointment at the numbers attending representing parish councils.</p>	<p>PG to update website.</p> <p>PG to contact Mike Gazur for any information.</p>

<p><b>Waste Management Strategy</b></p> <p>PG had been unable to obtain an update in time for the meeting. The group requested that this matter is pursued, in particular with regard to the borough wide roll out and ask that a relevant officer from the waste management team attends the next meeting of the group.</p>	<p>PG to contact waste management team</p>
<p><b>3. Communications – Tracy Holmes RMBC Head of Communications</b></p> <p>TH asked how many of the group actually receive ‘Rotherham News’ – all but one of the group present have a delivery.</p> <p>TH discussed the background to the introduction of the paper and the involvement of the local strategic partnership. The Council is still the major contributor financially to the paper however all major partners do have some contribution at the present time.</p> <p>The Rotherham News reaches the largest readership in Rotherham however at the moment it is probably not the widest read.</p> <p>TH confirmed that she is keen to assist Parish and Town Councils get features/stories into the paper and is happy to explore joint delivery arrangements with any Parishes who want to distribute a newsletter.</p> <p>To explore this further TH’s team will be providing a presentation at the Parish Network meeting of the 20<sup>th</sup> January 2010.</p> <p>GC commented that it would be useful if Parish Councils could have a template to work to in order to submit stories to the paper</p> <p>TH agreed that this would be useful and something that she could work on in time for the meeting on the 20<sup>th</sup> January.</p> <p>The group discussed the difficulty facing many smaller Parishes in getting a local newsletter up and running.</p> <p>TH thought that Rotherfed run a scheme/training that could assist Parishes that would be worth looking into.</p> <p>TH advised that she would invite Eileen Brooks (independent editor) and Carolyn of KM Media (the publishers) to the meeting in January.</p> <p>The group agreed that it would be useful to obtain examples of Parish Newsletters so that Tracy could get a flavour of the types</p>	<p>PG to meet with TH prior to presentation.</p>

<p>of stories/issues that could be feature in Rotherham News.</p>	
<p><b>4. Freedom of Information Requests – Sarah Corbett (RMBC Data protection and Info Security Officer)</b></p> <p>SC offered to deliver a presentation at the Network meeting of the 20<sup>th</sup> January to assist Parish Councils in dealing with and replying to Freedom of Information requests.</p> <p>The group discussed which issues they would like to be covered and requested that the following are covered:-</p> <p>Case studies/legal requirements/cost ceilings/refusing requests/exemptions/associated costs.</p>	
<p><b>5. Any other Business</b></p> <p><b>Promoting the work of the group</b></p> <p>ES suggested that the group promotes itself by members of the group visiting various parishes around the borough to talk about joint working, identifying problems and looking for solutions.</p> <p>The group agreed to discuss this further with MH with a view to arranging visits.</p> <p><b>LDF/Planning</b></p> <p>Members of the group that attended the recent LDF training were unhappy with some aspects aswell as the conduct of the recent consultation programme.</p> <p>The group asked for a further discussion with a member of the planning team prior to the next round of consultation beginning.</p>	
<p><b>Date and Time of Next Meeting:</b></p> <p>To be confirmed</p>	