

## **DINEDOR PARISH COUNCIL**

### **Minutes of an Extraordinary Parish Council Meeting held on 23<sup>rd</sup> August 2016 at Dinedor Village Hall**

**Present:** Cllr. Duncan Green Chairman  
Cllr. Nick Austin  
Cllr. Julia Over  
Cllr. Suzanne Penny

**In attendance:** Liz Kelso Clerk/RFO  
14 Members of the public

#### **54/2016 Apologies, Declarations of Interest and Requests for Dispensation**

There were no apologies, declarations of interest or requests for dispensation.

#### **55/2016 Neighbourhood Development Plan**

Councillor Penny presented the draft Neighbourhood Development Plan, explaining progress to date and the contents of the current draft. It was agreed that comments on the draft plan should be passed to the Clerk. Subject to this amendment, the draft as presented to the meeting was approved and would be forwarded to the consultants Kirkwells in preparation for the Regulation 14 consultation period.

#### **56/2016 Neighbourhood Plan Public Consultation**

The Clerk explained the process for the formal consultation period under Regulation 14, noting that the documents to be consulted upon would include a Strategic Environmental Assessment as well as the approved draft Neighbourhood Plan.

It was agreed:

- That wherever possible, documents would be made available via email and downloadable from the website in order to reduce costs
- Notice boards would include details of where a copy of the documents can be accessed
- A hard copy of the documents to be available from the Clerk on request.

It was further agreed that a public consultation event will be held in the Village Hall once the formal consultation period starts at a date to be agreed pending advice from the consultants, Kirkwells.



## **Dinedor Parish Council**

### **Dinedor Camp Management Steering Group Terms of Reference**

*Approved by the Parish Council at a meeting held on 23.8.2016*

#### **Name**

The name of the group shall be the Dinedor Camp Management Plan Steering Group.

#### **Purpose**

The purpose of the Steering Group shall be to Investigate and identify an appropriate structure for delivery of the Dinedor Conservation Management Plan. And to support the parish council to carry out the following tasks:

- Identify sources of funding
- Take responsibility for planning, budgeting and monitoring expenditure on the Plan and report back to the parish council on these matters.
- Liaise with relevant authorities and organisations to make the Plan as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible
- Determine the work to be undertaken and agree schedule with all stakeholders.
- Identify priorities and timescale for local action in the Conservation Plan,
- Regularly report back to the parish council on progress, issues arising and outcomes from the work of the Steering Group

#### **Membership**

The Steering Group will be made up from a good cross-section of the community, including not less than two (2) parish councillors nominated by the parish council, two (2) representatives from the Outdoor Activity Centre, two (2) representatives from Dinedor Heritage Group and not more than two (2) members of the public.

#### **Roles**

- At the first meeting, the Steering Group will elect a Chairperson, and a Secretary
- If thought appropriate, the Steering Group may also elect a Communications Coordinator, and a Volunteer Co-ordinator
- Wherever possible all other members should have a specific role, to be agreed by the Steering Group.

## Roles and relationships

- Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but steering group officers, in liaison with the parish clerk, need to ensure that terms of the insurance are not breached.
- The Steering Group, either via an appointed officer or via its parish council members will provide a regular report to the parish council for endorsement
- The parish council will provide the opportunity for the endorsement of regular reports via its meeting agenda
- The make up and purpose of the Steering Group will be regularly reviewed by the full Steering Group
- It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

## Meetings

- The Steering Group will normally meet monthly (but every two months as a minimum) or as may be required
- At least three clear days' notice of meetings shall be sent to members via the communications method agreed with and appropriate to each individual member
- Whenever possible, notices of meetings should detail the matters to be discussed
- The secretary shall keep a record of meetings, and circulate notes to Steering Group members and the Parish Council in a timely fashion. The later will publicise the notes via their usual methods
- It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Steering Group and made available to the public via notice boards/websites
- All meetings should be held in public and be open to the public
- The quorum shall be 3 or one third of the total number of members of the steering group, whichever is the greater
- Copies of the Parish Council Code of Conduct will be available at all Steering Group meetings.

## Finance

- All grants and funding will be applied for and held by the parish council who will ring-fence the funds for Dinedor Camp Management Plan purposes only
- Notification of all planned expenditure will be given to the parish council before actual costs are incurred, for approval
- The Finance Co-ordinator shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the parish clerk.
- The Finance Co-ordinator in partnership with the parish clerk will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses.
- The Finance Co-ordinator will report back to the Steering Group and the parish council on planned and actual expenditure for the project
- Invoices will be made out in the name of the parish council who will pay them at their next scheduled parish council meeting.

- Subject to prior approval by the Parish Council, Members of the community who are involved as volunteers with the Steering Group may claim back any previously agreed expenditure that was necessarily incurred in connection with their role as a Member of the Steering Group. This could include postage and stationery, telephone calls, travel costs.

## **Dissolving the Steering Group**

The Steering Group may be dissolved at any time by the group itself by notification to the Parish Council or by the Parish Council, at any time.