

**Minutes of the Parish Council Meeting
Held on 19th June 2017 at 7.30pm at the Jubilee Hall.**

Present: - Cllrs Marcus Fry (MF), James Sumner (JS), Paul Caddick (PC), David Morgan (DM), Steve McMillan (SM), Steve Blick (SB), Anne Curtis (AC).

Graham Smith (Clerk)

1. Apologies for Absence

None

2. Evacuation Procedure

The evacuation procedure was noted

3. Declaration of Interests

None

4. Public Participation

Three members of the public were present to observe.

5. AOB

(AC) informed Cllrs of increased levels of Graffiti within the skate park area and recommended that as this is starting to occur regularly (SGC had been called out three times within a two week period) that the police be contacted. Cllrs agreed that the incidents should be reported.

PC170619-01: Report to Police the incidents of Graffiti within the Skate Park area.

Action to (Clerk)

(MF) confirmed to Cllrs that the previous week he had received in writing the resignation of Alison Peters as Chair of the Council and the Parish Council with immediate effect. (DM) expressed concern that Alison had resigned without giving reason to the Council and recommended that the procedure of an "exit interview" be adopted by the Council for any Councillors resigning. (AC) expressed a high level of concern relating to the speed of which the resignation took place.

6. Election of Chair

(Clerk) informed Cllrs of the procedure for the election of the Chair and that voting slips were available should more than one nomination be received.

(JS) nominated (MF) and (SM) seconded the motion.

No other nominations were received and all Cllrs unanimously agreed with the nomination and (MF) accepted the position of Chair.

17015 Resolved: The election of (MF) as Chairman of the Council was carried unanimously.

(MF) invited nominations for Vice Chair. No nominations were received.

7. Authorisation of Payments

Payments authorisation by Cllrs Alison Peters & James Sumner

7.1.

Details	Chq. no	£
Grounds Maintenance Contract - May	2811	1170.00
RBS year-end check & closure	2812	156.00
Internal Audit	2813	274.80
GAP Supplies – Cemetery Gravel	2814	221,56

Details	Chq. no	£
Repair to Bus Stop Sign	2815	84.00
Room Hire	2816	68.10
Total Payments		£1,752.90

7.2. Payments authorised by Cllrs Paul Caddick & Steve Blick

Details	Chq. no	£
Salary – Inspection / Clean	2817	350.70
Clerk – Salary & Expenses	2818	1277.61
Salary – Cemetery Caretaker	2819	106.95
Litter Bin Empty	2820	66.10
Total Payments		£1801.36

7.3. Recent Receipts

Details	Ref.	£
VAT Reclaim	DCR	1818.94
Memorial	Inc2840	82.00
Gross Interest	DCR	5.05
Total Receipts		£1905.99

17.016 Resolved: That all receipts and payments presented to the PC meeting on 19th June 2017 were accepted.

6. Open Discussion

(MF) opened with a review of discussions held relating to Governance, projects and community engagement and reviewed priorities set by Cllrs from the previous meeting:-

Overview list.

Activity	Theme	Score
Buy Locally	Sustainability	14
PC 3 yr plan	Improve PC	9
Networking	Improve	10
Security	Camera	20
Health and wellbeing	Postmans knock	16
Engagement	Cllrs representative	14
Engagement	Surgery	9
Engagement	Support local business	14
Engagement	Involve young people	15
Rationalise meetings	Governance	5

From this list Cllrs set their priorities as; rationalise meetings, engagement surgery and networking.

The Cllrs who did not complete their scores agreed to provide (SB) / (MF).

PC170619-02: Complete priorities scores table.

Action to (Cllrs)

PC170619-03: Investigate process relating to rationalising meetings.

Action to (Clerk)

Cllrs agreed that Part of the current problem however, is the lack of councillors meaning a great deal of time was duplicated as many councillors sit on more than one committee. It was agreed that with a fuller compliment this duplication may be reduced and it was felt that streamlining the committees should be considered and consideration given to the Planning Committee in particular.

PC170619-04: Investigate process and legality relating to abolishing sub-committees.

Action to (Clerk)

Cllrs agreed that the understanding of the Planning process and SGC polices with respect to planning should be encouraged and promoted amongst councillors who sit on the Planning Committee.

PC170619-05: Investigate how the Planning Committee processes may be more accurate & efficient particularly with regard to encouraging Cllrs to review plans before meeting via the internet / SGC planning website and discuss with Planning Committee Chair how to promote awareness of SGC planning framework amongst Cllrs.

Action to (Clerk)

It was agreed that engagement with Police and St Helens School should continue at Parish Council meetings and it is important that SGC representatives continue to attend.

Cllrs agreed that an increased awareness of other Parish Council meetings would be of benefit as would attendance to an ALCA "Be a good Councillor" course. (Clerk) informed Cllrs that ALCA are able to visit Parish Councils to assist and advice.

PC170619-06: Contact ALCA with a view to attending a Parish Council meeting as soon as possible.

Action to (Clerk)

Cllrs agreed that to increase awareness of the Parish Council a Council surgery be set up along similar lines to the Police "Beat Surgery". Cllrs agreed that a local "Parish Council" surgery be trialled on a fortnightly basis. Consideration was given to hold a "surgery" on the night of the Parish Council meeting however, this was deemed inappropriate as public are always invited to Council meetings and may be reticent in coming forward to a group of Cllrs. It was decided that an afternoon "Surgery" be based at the Parade of Shops and the evening "Surgery" be based at the Ship Hotel. These will be reviewed after six months to assess its effectiveness and viability. Cllrs agreed that a rota of Cllrs will be arranged to assist (Clerk) with the initiative and this to be set up once (Clerk) has confirmed dates and venues.

PC170619-07: Set up a Parish council "Surgery" for (Clerk) to attend on a fortnightly basis one for afternoons based at the Parade of Shops and one for evenings based at the Ship Hotel. Prepare associated marketing materials and place notices on notice board / helmet / website and discuss with shop & hotel management if promotional material may also be displayed within their premises.

Action to (Clerk)

Cllrs suggested that they investigate Facebook to explore how it could be used as a network/engagement tool however several Cllrs felt that the distribution of accurate information may be lost if Facebook were to be used as a communication tool.

Meeting closed at 21.05 pm

**The next Council Meeting is on
Monday July 17th 2017 at the Jubilee Hall**