

MINUTES of Chalfont St Peter Parish Council FINANCE & GENERAL PURPOSE EXTRAORDINARY MEETING

on Thursday 12th May at 7.30pm in the Council Offices, Gravel Hill,
Chalfont St Peter, Bucks, SL9 9QX



MINUTES

THE CHAIRMAN ISSUED INSTRUCTIONS REGARDING EMERGENCY EXITS IN THE EVENT OF FIRE

Present: Cllr Darby (Chair), Cllr Dale, Cllr North, Cllr Rush, Cllr Shinner, Cllr Southworth, Cllr Smith (part), & Cllr Vladar

In attendance: Mrs Debbie Evans, Clerk & RFO, Mrs Vikki Murdock, Assistant Clerk, & Cllr Hatton

87. Apologies: Cllr Dickson

88. Declaration of Interests: None

89. It was noted that at Main Council in March 2022, it was agreed that a Comms and PR Working Party or Sub Committee be established as opposed to re-instating the Comms & PR Committee. Very often, communication needs to be agile and respond quickly to situations as they arise, and as Committees only meet either monthly or bi-monthly, a new approach was to be considered.

It was agreed that the onus was on all Councillors to ensure relevant and useful information was available to the public via its social media pages and website. A full discussion took place suggesting various options to do this going forward, namely, a monthly blog after Main Council, the formation of a Sub Committee or working party and a monthly newsletter on the website that social media could link to.

7.43pm Cllr Smith arrived

Once all Councillors had commented the following was agreed:

- i)** A Communication Strategy for the Parish Council needs to be created, to ensure a more proactive approach to communications rather than just reactive. This will be discussed at the next Finance & General Purpose Committee and will be on the agenda. **ACTION VM**
- ii)** Policy and strategy issues relating to Communications will continue to pass through the Finance & General Purpose Committee, with working parties being created when a larger, specific project requires it. This Committee's agenda needs to reflect both purposes of the Committee evenly.
- iii)** The item on all Committee agendas inviting issues to be passed to the Finance & GP Committee, should be given greater thought by each Committee.
- iv)** Cllr Rush and Cllr Vladar are happy to receive information from all Councillors to put onto the social media pages. Small 'snippets' work well on Facebook and Twitter.

During the discussions Cllr North requested that the Parish Council 'Project' List be re-instated as that helped all Councillors to be up to date as to the projects the Council are undertaking. **ACTION DE**

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90. It was agreed that the Terms of Reference for the Finance & GP Committee will be reviewed and re-written in time for the Committee meeting on 9th June 2022. **ACTION Cllr Rush, Cllr Vladar, Cllr Darby, Cllr Shinner & Cllr Dale**

It was agreed that the effectiveness of the refreshed way of working would be reviewed after 6 months at the November Finance and General Purpose Committee. **ACTION VM to agenda**

91. Cllr North gave details of the forthcoming public consultation day for the Neighborhood Plan, due to take place on Saturday 11th June at The Hub, Gold Hill Baptist Church. The event would be set up and run by Troy Planning and they would also submit a report detailing the results of the day. The total cost, including hire of the hall, would be up to £5,500. Proposed by Cllr North and seconded Cllr Smith. All agreed.

Recommend to Main Council: That a budget of £5,500 be agreed for the Neighbourhood Plan Public Consultation Day on 11th June 2022.

Date of next meeting: Thursday 9th June 2022 at 7.30pm

Meeting ended at 8.42pm

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