

ALDERLEY EDGE PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 13th June 2011

Present: Cllr M H Williamson (Chairman), Cllrs D G Herald, F Keegan, S Joseph
M J Connor , J D Bergin (from point 10)

In attendance: 1 representative from the press (alderleyedge.com)
No members of the public, but Sgt Andy Miller from the police arrived from point 11

Meeting

Commenced: 7:36pm

1. Apologies for Absence.

Received from Cllrs M W Maczkowiak and M D Lloyd.

2. Minutes of the Parish Council meeting held on 9th May 2011.

Approval proposed by Councillor M J Connor, seconded by Councillor F Keegan and carried.

3. Matters Arising.

None.

4. To ratify the General Purposes Committee minutes of 9th May 2011.

Approval was proposed by Councillor F Keegan, seconded by Councillor D G Herald and carried.

5. To ratify the Plans Committee minutes of 9th May 2011 and 17th May 2011.

09/5 Approval proposed by Councillor F Keegan, seconded by Councillor M J Connor and carried.

17/5 Approval proposed by Councillor F Keegan, seconded by Councillor M J Connor and carried.

6. Minutes of the Annual Parish meeting held on 9th May 2011.

Approval proposed by Councillor D G Herald, seconded by Councillor M J Connor and carried.

7. Matters Arising.

None.

8. Minutes of the Annual Parish Council meeting held on 9th May 2011.

Approval proposed by Councillor D G Herald, seconded by Councillor M J Connor and carried.

9. Matters Arising.

None.

10. To discuss a new and improved form of agenda.

It was decided to retain the current layout/content for the Parish Council, Plans Committee and Finance Committee agendas.

However, it was agreed that the General Purposes Committee agenda should be re-vamped. Items 1,2 and 3 are to be retained and "Reports from Councillors" will continue to be the final item. The topics in between these will be determined by the Chairman and/or individual councillors with the final agenda being agreed by the Chairman before publication.

Details of timescales by which the content is to be agreed will be issued to councillors. The clerk indicated that currently agendas are issued 1 week prior to the meeting and that timescale can't be shortened. Therefore, items will need to be advised to him before then – the exact dates will be specified in due course.

The councillor adding an item is to ensure that all other councillors are briefed on the topic before the meeting so that papers/supporting materials do not have to be assimilated during the meeting.

11. To discuss the suggested 5 points of improvement (see below) previously circulated to councillors.

- a) Every document leaving the Parish Council to have the coat-of-arms logo at its head...including agendas.

Agreed

- b) All documents issued by the Parish Council to carry a date.

Agreed

- c) Agendas to have as a preface a 'Disclosure of Interests' statement.

Agreed; applies to each agenda not just Parish Council's.

- d) Minutes to show time of actual start and time of actual finish.

Agreed

- e) The Parish Notice Board to be updated/adjusted and an employee to be tasked with checking it every 2 weeks.

There was some discussion to clarify which noticeboard was being referred to. The concern surrounded the board on the outside wall of the Festival Hall which the clerk agreed was not updated with Parish Council notices. These are placed on the board outside the Co-op store and agendas are also provided to the library. It was agreed that the Festival Hall board should carry information related to the hall and be updated by the Hall Manager. Councillor J D Bergin mentioned the possibility of having a "micro-site" attached to a website for publishing information, but Councillor M H Williamson indicated that the Parish Council was still trying to set up a new website via the Cheshire East Council site – a further update is awaited from Councillor M D Lloyd.

12. Notices and Correspondence.

- a) Cheshire County Playing Fields Association: Spring 2011 copy of *The Playing Field* newsletter – noted, held in the office for reference
- b) Cheshire Community Action: Details of Open Day and Members Only Evening on Thursday 7/7 at Chelford Village Hall - noted
- c) Mothers Union: Invitation to the Chairman to attend their Celebrate Africa Family Day to be held at Alderley Edge School for Girls on Saturday 6/8 from 10.30am – noted, if any councillors wish to attend, please advise the clerk

Meeting Closed: 8:02pm

ACTION SUMMARY

Undertaken By	Detail	When For
Clerk/Councillors	Adjust agendas as outlined above	Next meeting (18/7)
Councillors	Advise clerk if wishing to attend Mothers Union event	By 25/7

Councillor M H Williamson
CHAIRMAN