

**Minutes of Whitchurch-on-Thames Parish Council
(Virtual) Extraordinary Meeting at 20.00 7th January 2021**

1. **Present** Chairman J Donahue, Cllrs. Ferguson, Higley, Leadbeater-Hart, Smith and Steward.
No members of the public were present.

The Mission Statement was read.

2. **Declaration of Interest.** Cllr. Smith declared that she is a member of TAPAG.
3. **Two Residents** had emailed the Chairman to ask why the goal post on the village Green is still up in the present lockdown. The issue was discussed as an urgent matter and it was decided that the goalpost should remain up because of the labour and lack of social distancing and storage needed to take it down. There is only one goalpost at present and so there is no encouragement to begin a normal game. It was agreed that a sign be erected stating that there is a ban on ball games during the lockdown.
One Councillor abstained as they felt that the goalpost should be taken down.
4. **Review of the Minutes from the Extraordinary Meeting of the Parish Council on 3rd December, 2020.**

The Chairman explained that where a Motion was mentioned in the Minutes a Motion should be raised, in line with Standing Orders, at a future Parish Council Meeting. Also, that comments should not generally be attributed to individuals and so initials should be removed. One councillor was happy to have comments attributed. Cllr. Leadbeater-Hart agreed to review the Minutes for approval on the meeting on 14th January.

5. **Review of Standing Orders**

It was agreed that:-

- i. Action:** Cllr. Smith should raise a motion in February to correct a typing error in the Standing Orders. A duplication of s and t on page 3. be changed to u and v.
- ii Action:** Cllr. Ferguson should raise a Motion in February that under Standing Orders 9b written notice of a Motion, including whether a decision is required or if it is for information only, should be submitted to the Clerk at the latest on the fifth clear day before the meeting, e.g. on a Friday for a meeting on the following Thursday.
- iii Action** Cllr. Steward should raise a Motion in February that in virtual meetings votes for a motion should be recorded in the Minutes as yes, no or abstention.

There was a discussion about Standing Order 10 i-xviii. Motions not requiring written notice. There was no general problem with these types of motion and the consensus was that if a problem arose this could be reviewed in the future.

6. Review of Existing Working Groups and Committees.

There was a discussion about whether the four present groups should be working groups or committees. At present the Village Hall and the Village Green are run by committees, TAPAG is a working group and The Green Team has no status. The pro and cons of committees and working groups were debated. It was recognised that the Terms of Reference for the groups would need alteration if the status is changed. There was also a recognition that in any case the terms of reference of all the groups needs change.

6.1 TAPAG

Discussion ranged from making it a committee to whether or not the meetings should be in public.

Action Cllr. Donahue to raise a motion that TAPAG be classified as a Committee

It has been acknowledged that TAPAG should have up to two new members due to resignations. Cllrs. Leadbeater-Hart and Smith agreed to devise a job description and advertise for new members.

Action Cllrs. Smith and Leadbeater-Hart to agree the next steps for recruiting new members

As a joint effort between the PC and TAPAG to include the following steps:

- Define role description
- Agree numbers of new numbers to be recruited
- Agree selection criteria for new members
- Agree how to advertise the vacancies
- Agree joint TAPAG PC interview committee

6.2 Village Hall Management Committee

There was a discussion as to whether or not this Committee may have inadvertently strayed outside its Terms of Reference and made changes to the Hall without permission from the Parish Council who is the owner. There was general recognition that the Committee had recently done a very good job in renovating the Hall and kitchen and in the general running of the Hall. It was agreed that now Mr. Grosfort is no longer a councillor a current councillor be appointed to the Committee unless the Terms of Reference be changed.

6.3 Village Green Committee

It was suggested that the Committee needs some changes as most members are acting in their specific areas rather than carrying out collectively their Terms of Reference. Cllr. Ferguson and Steward agreed to discuss the situation with the present members and try to find a way forward.

6.4 The Green Team

It was acknowledged that The Team are doing splendid work around the Village. However, it was agreed that the group has no definite status as a PC Working or Committee. The Terms of Reference have been drawn up by Alexa Duckworth-Briggs who is described as being the Co-ordinator and is the only point of contact for the Parish Council who allocate the Team an Annual budget. It was suggested that the situation be discussed with the Team to see if they would be agreeable to be a formal Working Group of the Parish Council.

Action Cllr. Donahue to approach the Green Team

6.5 General

i. **Action** Cllr. Donahue to bring a Motion to the Parish Council that all Chairs of Committees and Working Groups should identify members of groups who may require GDPR training.

ii Cllr. Ferguson asked for clarity on the status for the Tea Hut Group which she is about to set up. There was agreement that a Working Group would be appropriate.

Action Cllr. Ferguson to bring a motion to the Parish Council that her group should be Classed as a Working Group.

iii All Terms of Reference for Committees and Working Groups be reviewed and updated.

Meeting ended at 22.00hrs.