

## **WROCKWARDINE PARISH COUNCIL**

**Minutes of a special meeting of the Parish Council held on Wednesday 15<sup>th</sup>  
January 2003 at Admaston House Community Centre at 7.30 p.m.**

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**Present:**

Cllr. Brown - Chairman  
Cllrs. K.J.S. Ballantyne, E. Cowling, A. Orrell, D. Powell,  
Mrs. E. Jones, S. Rawlings and Mrs. J. Watts  
Mr. M. Goldstraw - Clerk

**Also in attendance:** Two members of the public.

**03/S1 Chairman's remarks**

The Chairman welcomed all present and outlined the purpose of the Special Meeting.

**03/S2 Apologies for Absence**

Apologies were received from Cllrs. Mrs. J. Savage and Mrs. M. Carver.

**03/S3 Declaration of Interest**

There were no additional declarations.

**03/S4 Freedom of Information Act**

Members discussed the Act section by section.

**1) Council Internal Practice and Procedure**

Members were content that they complied with this section and it was agreed to accept it as read. The "Optional" section was agreed.

**2) Code of Conduct**

Accepted.

**3) Periodic Electoral Review**

It was agreed that these were matters, which could be referred to T&WC and the section therefore presented no difficulties to the council.

**4) Employment Practice Procedure**

Resolved not to include the "optional" documents at this stage.

The Clerk informed the meeting that he had prepared an Equal Opportunities Policy and a Health & Safety Policy which could be put to council for approval. The Clerk was thanked and asked to present the documents to council for their approval.

**5) Planning Documents**

It was agreed that as all the responses to planning applications were recorded in the minutes of council meetings no further action was necessary. It was resolved not to adopt the "optional" matters as these could be referred to T&WC.

**6) Audit & Accounts**

Members agreed that council should undertake a risk assessment with particular attention to playing fields/equipment, bus shelters and footway

lighting. It was acknowledged that there had recently been a complete engineer's report on the council's footway lighting.

It was resolved not to adopt the "options".

**7) Optional Classes of Information**

It was resolved not to adopt any of the options at this stage but to strive towards achieving some of the required standards within the option and review matters as and when they become applicable.

**8) Bylaws**

It was agreed that as the council had no bylaws, the section was not applicable.

**9) Council Circulars and Newsletters**

Members viewed this section with some amusement, as the very nature of a newsletter was to be a way of publicising parish matters it was felt that it could be nothing other than a publicly available document.

**10) Arts, Entertainment & Tourist Information**

There was no difficulty in accepting this section although at present, the council had no additional information in these matters to that given in the minutes of meetings.

**11) Allotments**

This section would not be applicable at present.

**12) Burial Grounds**

This section would not be applicable at present.

**13) Best Value**

Members agreed that as there were no immediate plans to adopt a Best Value Performance Plan this section should not be adopted.

There being no further business, the meeting closed at 8.53 p.m.

*Signed* \_\_\_\_\_  
*Chairman*

*Date* \_\_\_\_\_