

## CMC Committee - 11<sup>th</sup> August - notes

### Item 2: Declarations of Interest and Request for Dispensations

#### **Pecuniary interests:**

A person's pecuniary interests are their business interests (for example their employment, trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and **assets including land and property**). This includes the interests of a spouse or civil partner.

**Clerk's proposal** – that the members of the Committee whose properties adjoin the site declare their interests at the meeting. Also, any member with a connection to the freeholder of the property (Trafford Estate/Wroxham Home Farm), the Broads Authority or existing contractors for the site – Garden Guardian or Shaun Hearn Landscapes. These declarations are noted and minuted. There will not be a need for these declarations to be made again at subsequent meetings, unless circumstances should change.

#### **Requests for dispensations:**

A dispensation is a permission relieving the member from the restrictions in place where they have an interest.

Example – a proposal is made to install a new 10ft fence along the boundary of Caen Meadow. This would be of financial interest to the four members whose properties directly adjoin CM and therefore would be a disclosable interest.

In this instance the remaining members would need to vote if the members with an interest should be allowed to vote on the proposal. This could be done with the members with interests in or out of the room and with a public or private vote, as per the Parish Council's standing orders.

### Item 4a - What is a Parish Council and how is it funded? Relationship to NCC, BDC and the BA.

#### **Parish Councils:**

Town and parish councils are the first tier of local government and were formed in 1894. They provide communities with a democratic voice and a structure for taking community action. There are 540 civil parishes in Norfolk.

They are empowered by statute or regulations which are duties or powers.

Duties are things which the Parish Council must do. These include:

- Elect a Chair at the Annual Parish Council Meeting (first item on the agenda).
- Appoint an RFO to take responsibility for the finances of the council.
- Hold at least 3 meetings a year in addition to the Annual Parish Council Meeting.
- Must have their meetings open to the public.
- Must agree a budget and set a precept.

A Council has very few duties in law. They must comply with their obligations under data protection, freedom of information, equality and employment law. Duties are:

- to formally consider the provision of allotment gardens if there is a demand for them from local residents and it is reasonable to do so.

- to adopt a churchyard closed by a Parochial Church Council if asked to do so

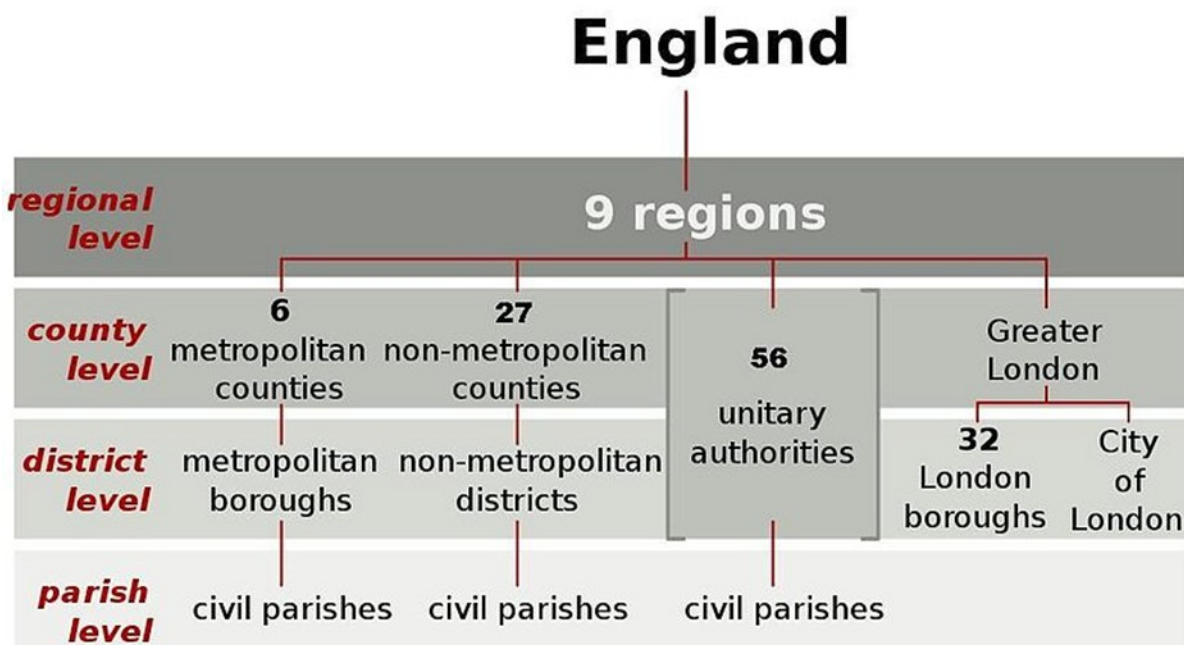
**Funding:**

Parish Councils do not receive any direct funding from central government and rely on their Precept plus any other income they generate from services or facilities they provide or grants. The breakdown of WPC’s funding can be found on the WPC website.

What is a Precept? The Precept is a tax that Parish Council’s charge their local electors to meet their budget requirements. The Parish Council Precept is administered by BDC and is paid to WPC in two instalments in April and September.

How is it set? The Parish Council runs a budget forecast for the next 3 years, so currently to March 2026. The precept for the next financial year must be submitted to BDC by mid-January. WPC’s precept is signed off at the December Full Council meeting.

**Structure of Local Government:**



The structure of local government varies from area to area. In most of England, including Norfolk, there are 3 tiers – county, district and parish – with responsibility for council services split between them. In some areas there are Unitary authorities and Metropolitan Districts with only one tier.

Norfolk County Council provide social services, trading standards, fire and rescue, transport and education and have the largest budget. In Wroxham NCC own two assets – the library and the fire station.

Broadland District Council provide council tax collection, housing, refuse collection, street cleaning, economic development, environmental health and leisure facilities.

Broads Authority was set up in 1989, with responsibility for conservation, planning, recreation and waterways.

ALL 3 ARE PLANNING AUTHORITIES.

#### Item 4b – How do Committees work and what is their role?

See NALC document on difference between Council, Committees and working groups.

The Caen Meadow Committee is a committee.

WPC also runs a Finance Committee and then a series of working groups. See chart on website. To be updated at the next FC meeting to reflect current projects.

#### Item 4 c – The role of the Chair, Vice Chair and the process of election

The Chair to the Committee is to be elected by the Committee members every year at the meeting of the anniversary of the creation of the Committee. This must be the first item on the agenda.

The Chair must facilitate and encourages good debate and ensures useful decision making and will preside at Committee meetings. They will sign the approved minutes of the last meeting. They are not a CEO!

A Chair will

- keep debate relevant and restrict decision making to agenda items
- ensure the meeting is quorate, and Standing Orders are followed
- have a casting vote in the event of a deadlock
- summarise debate, ensure all proposals are clear and unambiguous, and that decisions taken are clear
- manage public participation within the meeting
- manage conflict within the meeting
- participate in the meeting, but not dominate
- ensure they are fully informed before the meeting of all items and information to be discussed.

In the event the Chair is not present then the Vice Chair will take the role.

The Chair and Vice Chair will be elected (one member, one vote, only those present can vote) at the beginning of the first meeting in September. If you wish to nominate yourself, please email me in advance (deadline 7<sup>th</sup> September) and I will circulate a list of nominations in advance of the meeting.

#### Item 4 d – The role of the Clerk

The Clerk is the “proper” officer employed by the Council to manage its activities, provide administrative assistance and professional advice, i.e to advise the Council on matters of law. It is a professional role with a contract of employment and a job description. WPC’s Clerk is CILCA qualified (Clerk’s professional qualification). WPC’s Clerk is also the Responsible Financial Officer.

I work 24 hours a week, standard hours are Monday to Thursday 9am to 3pm and am contactable via mobile phone and email. Details on the website. If there is an out of hours emergency please contact Chair of the Parish Council, Malcolm Allsop. Details on the website. I keep a timesheet of my hours and the tasks I complete. Clerk reports to the Governance and Admin committee.

#### Item 4 e – Information management and communication

All information is stored on DB. You will have received information on this and links to the relevant folders. All agendas and minutes will be on here and will not be sent around separately. They will be published on FB. Agendas must legally be published 3 working days in advance of the meeting. In reality this will be the Thursday before. Everything is done electronically and only documents that need to be wet signed will be printed out. Communication will be primarily by email. These are official documents and are subject to data protection regulations.

Lots of information, policies etc, are available on the WPC website.

FB page - only open to residents due to unpleasant cases of trolling. All planning and tree work applications are published on there. Anything relevant to those outside of Wroxham is also published on the news section of the website.

### Item 5 - Policies

Code of Conduct, Social Media policy and Standing Orders all on the website. All members agree to abide by these policies by sitting on the Committee.

Key point of the SO's is that meetings will not be more than 2 hours long. It will be the Chairs job to ensure the meeting is kept to time.

CMC ToR need to be written, agreed and signed off by the Committee. Will then go to FC for approval.

Must include:

- How often they meet? These meetings must be open to the public and minuted.
- Membership. There should be a Chair, Vice Chair and members. There must be a Clerk because minutes are required. Quorum must be specified.
- Clear objectives.
- Reporting structure. Including - Who does the committee report to? How often must they submit a report and what form this should take.
- Budget. This is the most crucial item as a committee may have delegated authority to spend Council monies. If it does, details of the delegated authority, e.g procurement rules (as per the Standing Orders) must be included in the terms of reference.

CM draft management plan on DB.

### Item 6 - Planning

CM site sits within the Broads Authority planning area and forms part of the Conservation area.

Neighbourhood Plan (WNP) -

A neighbourhood plan is a legal document that sets out planning policies for the local area.

Wroxham's was undertaken in 2018 and approved in March 2019. It was voted on by the Parish. A steering group of 12 members (mix of Councillors and non-Councillors). Hard copies to be handed out. Also available on the website.

It's a planning document and used to decide whether to approve planning applications, including new buildings (e.g. community facilities) or changes to existing buildings (e.g. giving permission to change the upper floors of shops to flats).

Within the Wroxham Neighbourhood Plan, Caen Meadow & Trafford Memorial Ground are designated as Local Green Spaces for special protection. As such, key objectives include:

- To encourage engagement and a sense of identity recreating a recognised village heart, through improved community facilities and public spaces (Objective 4)
- To both protect existing and develop new access to the river and broads for recreation (Objective 7)
- To safeguard and improve the natural environment, wildlife corridors and the unique biodiversity of the Broads (Objective 8)