

PROPOSAL FOR THE SCHEDULE OF JPC FULL MEETINGS /PARISH ASSEMBLIES AND TOWN MEETINGS MAY 2016 – APRIL 2017

PROPOSALS PREPARED BY CLLR. CRATHORNE 16.05.16

DATE	REGULAR MEETING	ANNUAL PLAN OF ITEMS TO BE DISCUSSED	NOTES
MAY 16 <sup>TH</sup> 2016	ANNUAL MEETING/ FULL COUNCIL	ALL ITEMS REQUIRED OF AN A.M. INCLUDING ELECTIONS; MEETINGS SCHEDULE; APPOINTMENT OF WORKING PARTIES AND THEIR TERMS OF REFERENCE AND PORTFOLIO HOLDERS AND THEIR TERMS OF REFERENCE; PLUS REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS	
JUNE 20 <sup>TH</sup> 2016	FULL COUNCIL	REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS	
JULY 18 <sup>TH</sup> 2016	FULL COUNCIL	REVIEW COMMUNICATIONS AND INFORMATION PROVIDED BY THE COUNCIL TO THE RESIDENTS PLUS REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS	
AUGUST 2016	NO MEETING		
SEPT 19 <sup>TH</sup>	FULL COUNCIL	ARRANGE PARISH ASSEMBLIES FOR 2017, PLUS REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS	
OCTOBER 17 <sup>TH</sup> 2016	TOWN MEETING ALSO COUNCIL MEETING	TOPICS TO INCLUDE HOW MUCH ARE WE PREPARED TO PAY FOR THE SERVICES, GRANTS AND FACILITIES REVIEW BUDGET MONITORING AND DISCUSS FIRST PROPOSALS FOR THE BUDGET NEXT YEAR, PROVIDED BY THE COUNCIL REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS	
NOV 28 <sup>TH</sup> 2016	FULL COUNCIL	MAIN GRANTS PROCEDURES AND DATES, PLUS REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS	

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DATE	REGULAR MONTHLY MEETING	ANNUAL PLAN OF ITEMS TO BE DISCUSSED	NOTES
DEC 19 <sup>TH</sup> 2016	INFORMAL CHRISTMAS RECEPTION	INFORMAL DISCUSSIONS WITH RESIDENTS	
JAN 16 <sup>TH</sup> 2017	FULL COUNCIL	APPROVE BUDGET AND REVIEW FINANCE REGULATIONS, APPROVE MAIN GRANTS, PLUS REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS	
FEB 13 <sup>TH</sup> 2017	SHORTER FULL COUNCIL MEETING FOLLOWED BY TRAINING EVENING	ESSENTIAL MONTHLY BUSINESS ONLY/OPPORTUNITY TO DISCUSS FUTURE PLANS WITHOUT RESTRICTION NEW IDEAS, NEW FORMS OF ORGANISATION AS A HEADS UP FOR THE NEXT COUNCIL YEAR AND A TRAINING TOPIC TO BE SELECTED BY ON THE ADVICE OF THE CLERK	
MAR 20 <sup>TH</sup> 2017	FULL COUNCIL	INTERNAL AUDITOR'S REPORT PLUS REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS	
APRIL 17 <sup>TH</sup> 2017	FULL COUNCIL	PREPARATION OF ANNUAL REPORT PLUS ANNUAL REPORTS FROM CLERK, ALL WPs and PORTFOLIO HOLDERS	
MAY 15 <sup>TH</sup> 2017	ANNUAL MEETING AND FULL COUNCIL		

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1. All reports from every, WPs and Portfolio holders should be in writing and circulated 7 days before the meeting. The reports should be prepared quarterly. Presenters should assume the reports have been read, mention salient points and be prepared to answer questions or raise issues that have arisen since the report was written only. Each report should conclude with a proposition for approval and/or action.
2. The published agenda items other than routine reports should include a brief introduction and a detailed explanation and rationale should be attached to the online and councillors’ full agenda describing the item followed by a proposition from the author of the proposal.
3. During the meeting when amendments are proposed they should be written down by the proposer or the clerk and read to the meeting before voting takes place; if the amendment is assed then the amended proposal should then be put to the meeting for final approval. (see standing orders)
4. Clerk has powers to act between meetings if necessary.

6. PLANNING.

When planning decisions as set out in the planning protocol are required which do not coincide with normal meetings a special meeting of the council will be called.

7. WORKING PARTIES

TITLE	TOPIC AND TERMS	MEMBERSHIP
CHILDREN’S AND FAMILIES FACILITIES	To investigate and advise the council on all aspects of providing and improving facilities for children and young people. To report in writing to the council after each meeting.	CLLRS. MELLUISH, ELIZABETH JACKSON AND CRATHORNE, EMMA MANSFIELD
TRAFFIC AND PARKING	To Investigate and recommend a process that will lead to improved traffic management on the High Street.  To look at parking in as already identified – Cherry Orchard, Croft Car Park, North End Car Park, by the Primary Schools, parking on the road by the Station and William James Way and other matters that may be referred to the working party by the council on traffic and parking.  The Working Party is empowered to seek representations from residents directly affected by the issues set out for this working party. It also asked to liaise with the County Council, reporting their recommendations for improvements when they arise.	CLLRS. CORNFORD, BROADBENT AND CRATHORNE, SUE OSBORNE, GRAHAM HINDLEY.

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	To report in writing to the council after each meeting	
STREET AUDIT	To investigate and advise the council on all aspects of improving the Street Scene along Henley High Street by making recommendations for the council's decision at Full Council Meetings. To carry out actions authorised by the council.	CLLRS LINDA JACKSON, LORRAINE TAYLOR-GREEN, PETER CRATHORNE, HEATHER HEMUS, JAYNE BRIDGES AND MR DAVID HADLEY
GRANTS	To hold an initial meeting by to agree the process by which the applications should be reviewed and to agree the way in which the public should be invited to contribute to the considerations given to each application. Be authorised to seek additional information by contacting applicants directly if deemed necessary by the working party. To hold a second meeting in public to examine the applications and report recommendations for the allocation of community grants within the guidelines already agreed by the council. To report in writing one week before the Council's meeting in January 2017.	CLLRS. MELLUISH, LINDA JACKSON, ELIZABETH JACKSON, GARNER CORNFORD AND CRATHORNE
COMMUNICATIONS AND EVENTS	Manage the process by which the council shall organises its newsletters and press releases, including a review of the press, media and public relations policy, building a whole town approach to town organisations and significant events. To liaise with current event organising groups to ensure that health and safety responsibilities of the council are being met, providing support to these groups to assist with the success of their events.	CLLRS BRIDGES, MELLUISH, LEECH, another, and another.
PLANNING	To manage planning applications on behalf of the council as set out in the planning protocol.	CLLRS BROADBENT, HEMUS, WILLMOTT, TAYLOR GREEN, BRIDGES, LEECH

PORTFOLIO	RESPONSIBILITIES	PERSONNEL
FINANCE	Monitor the day to day	CLLR. GARNER

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	<p>finances of the council supporting the Clerk.          Preparing a reports for the council at each meeting.          Reviewing the finance regulations on an annual basis.          Working with portfolio holders and Working parties to prepare th budget reports.          Supervise the grant making process.</p>	
ESTATES AND PROPERTY MANAGEMENT	<p>Act as the clerk's person on the ground in ensuring the welfare and safety of all residents around the town.          In conjunction with the clerk supervise maintenance and improvements to the land owned by the council.          Attend meetings with the district and the county considering repairs and improvements to those areas that the district's and county's responsibility.          Act as the Councillor on the ground to assist the clerk in managing the allotments.          Be the Councillor who follows up on any issues raised by residents relating to the council's property.</p>	CLLR. CRATHORNE
EMERGENCY OFFICER	<p>Be the point of contact for residents, the clerk, SDC and WCC in the event of an emergency.          To recruit and manage a team of local volunteers who would be available to act to help residents in an emergency.          To report to the council on</p>	CLLR. CRATHORNE

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	matters relating to preparation for emergencies and any actions taken by the team.	
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