

**Proposals to make Parish Council Meetings more productive – Draft V01 – for discussion at next meeting**  
**Version 2**

1. Statutory items should be dealt with as swiftly as possible and without unnecessary debate, though clearly with appropriate care and diligence.
- ~~2. Each Working Group should have an hour (more if agreed by majority of those present) to present / discuss key issues. This should rotate (i.e. each meeting has session dedicated to a single working group). As far as possible, Working Groups should circulate any pre-reading materials at least a week in advance.~~
- ~~3.2.~~ Where additional information is needed in order to make a decision or move an item forward, a councillor(s) or the Clerk should be actioned to obtain such information. No further discussion / speculation should take place until the information is available.
- ~~4.3.~~ As far as possible, discussions should be focused on achievable actions (i.e. are within the Council's remit and are considered realistically achievable either by the Council alone or by working with other bodies). This should not prevent or restrict ambition or discussion of possible strategic direction but should focus on action rather than mere declarations of ideological positions or 'virtue signalling'. We should be able to answer the 'so what?' question when posed by parishioners
- ~~5.4.~~ Draft meeting minutes to be issued within ~~4(5?)~~10 working days and all feedback provided within ~~4(5?)~~5 working days. Minutes should therefore be issued and posted no later than ~~8/10~~15 working days from a meeting so that actions are clearly understood in time to progress them for the next meeting.
- ~~6.5.~~ Chair and / or Deputy Chair to review Clerks's objectives and how time is used at least quarterly in annual appraisal, with an informal discussion at least six monthly. Chair and/or Deputy Chair should ~~re-prioritise~~ing as necessary to ensure that Clerk's workload does not exceed paid hours and maximum benefit is gained from Clerk's knowledge whilst fulfilling statutory duties.

~~If you have any additions or thoughts on the above, please circulate before the October meeting so we have a basis for discussion~~