

LMPC Long Term Plan - Spreading the Workload

1. Define the Scope of Responsibilities for each of the 3 Committees

Already completed by all 3 committees?

Chair would then be able to appropriately delegate issues as and when they arise and expect Parish Clerk to similarly make referrals.

2. Working Parties and Responsibilities for Individual Councillors, including Representing the PC with Village Organisations

These responsibilities will be decided at each of the committees, as will the method and frequency of reporting back to it.

Correspondence with 3rd parties will be copied to Parish Clerk.

3. Working with Volunteers

- Each volunteer working with the PC will work with at least one nominated councillor. For big projects more than one councillor will need to be nominated for cover purposes.
- The Club Hall Project is a good example of working with volunteers. Bob Miller is engaging the volunteer concerned to see if expectations coincide for both parties. If so, the volunteer will agree a brief and project plan with the PC (via Bob) before going any further. Bob will in turn report back via E&A to get approval etc and continue doing so with regular volunteer liaison until satisfactory conclusion.
- Volunteers to raise funds via grant applications etc are essential. Julie Dyball has identified a number of people willing to do this, including for the Rec Play Area. We need to have an informal event(s) to keep them interested as we first need well documented and agreed projects to enable them to start work.

Action

To be decided

- We need to improve Communications judging by recent comments from the public and this will need to become a project, even though a proposal to have the Lytchett Link delivered to each household has been proposed.

Action

To be decided

4. Length of full PC Meetings

- Meeting content should increasingly become decision making on the basis that all papers have been previously circulated **and read with any queries raised and cleared prior to each meeting**. The Chair will need to keep emphasising this.
- Hardly any new issues should be raised at meetings on the basis that they can be raised, explained and scheduled without waiting for the meeting itself. This could also reduce the amount of new correspondence tabled at meetings. Again, the Chair will need to keep emphasising this.
- Both the present handling of third parties attending meetings and the Parish Clerk's list of matters arising significantly add to the efficiency of meetings.

LMPC Long Term Plan - Spreading the Workload

- It should be noted that although we receive helpful written reports from Fred Drane, he has to be present for his report to be a matter of public record and that this equally applies to the District Councillors.

Next Steps

- (i) Agree/amend above
- (ii) Allocate owners of outstanding actions for Volunteers and Communications
- (iii) Recommend adoption of this way of working to Full Parish Council, with paper being circulated ahead of Agenda.