



## HOCKLEY PARISH COUNCIL

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### **Minutes from the online Forward Plan Committee meeting held on Thursday 12<sup>th</sup> November 2020 at 7.00pm.**

<u>Chairman:</u>	Cllr. P. Meacham	
<u>Councillors:</u>	Cllr. N. Boxall Cllr. L. Vingoe Cllr. V. Randall (ex-officio, voting)	Cllr. B. Thorogood
<u>Visiting Councillors:</u>	Cllr. S. Martin	
<u>Officers:</u>	Kelly Holland, Clerk	
<u>Members of the public:</u>	None	

The Chairman welcomed everyone to the Committee meeting.

#### **FOR20/22      Apologies for Absence**

None.

#### **FOR20/23      Minutes**

**RESOLVED** that

- (a) the minutes from the Forward Plan Committee meeting held on 8<sup>th</sup> October 2020 be approved as a correct record and signed by the Chairman after the meeting;
- (b) subject to the amendment relating to the meeting date, the minutes from the Forward Plan Committee meeting held on 20<sup>th</sup> October 2020 be approved as a correct record and signed by the Chairman after the meeting.

#### **FOR20/24      Declarations of Interests**

None.

#### **FOR20/25      Public Participation**

None present.

#### **FOR20/26      Terms of Reference**

It was noted that the purpose of the Forward Plan Committee was to identify and investigate new ideas and then bring all information and ideas both from the Council and the public into one plan.

The Committee considered the revised Terms of Reference, it was noted that the Chairman of the Council had also provided comments on the document.

**RESOLVED** that subject to amendment to point 11, the Terms of Reference for the Committee be recommended to the Full Council for approval.

**FOR20/27**      **Local Council Awards Scheme**

The Clerk had reviewed the criteria for the Quality award and noted that the Council already met some of the criteria. The main areas that needed further scrutiny were:

- advertising the election process
- multiple ways to engage with the public and partners
- evidence of at least three positive actions following engagement
- updating some policies

It was noted that Leigh on Sea Town Council had recently been accredited with the Gold award, the Clerk advised that she had already made contact with the Clerk.

**FOR20/28**      **Formulating Strategy**

Many ideas had been discussed within the Forward Plan working group, the Chairman of the Committee was mindful that these ideas were not forgotten. The ideas would be considered as part of the public consultation before being passed to Full Council.

**FOR20/29**      **Awards**

A member of the Parish Council had been nominated for an award in her role as District Councillor, the Committee considered nomination for different awards for the Council, Councillors, officers and residents. It was felt that receiving awards would demonstrate that the Council was proactive, providing a greater sense of confidence for the residents.

The suggestion would be considered as part of the Forward Plan process.

*Cllr. V. Randall left the meeting, 8.00pm*

**FOR20/30**      **Community Involvement**

The Environment Committee had agreed to work in partnership with a local litter picking group, it was hoped that this would encourage community involvement in other areas of Council work. The Forward Plan Committee expressed their support for the initiative.

It was noted that there would be a press release for the poppy display at the Parish Hall for Remembrance.

**FOR20/31**      **Items for next agenda**

To consider the creation of a 3 and 5 year plan.

To consider the requirements of the Local Council Awards Scheme

To consider ways to engage with the community

To consider the quotations to generate a public consultation and analyse the results.

**FOR20/32**      **Date of future meeting**

The next meeting of the Forward Plan Committee is Thursday 14<sup>th</sup> January 2021 at 7.00pm.

The meeting closed at 8.16pm

**Signed:**

**Chairman**

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**Date:**

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