



HOCKLEY PARISH COUNCIL

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Forward Plan Committee Chairman:

Cllr. P. Meacham

Forward Plan Committee Members:

Cllr. N. Boxall

Cllr. B. Thorogood

Cllr. L. Vingoe

Minutes from the online Forward Plan Committee meeting held on Thursday 8th October 2020 at 7.00pm.

Present:

Chairman: Cllr. P. Meacham

Councillors: Cllr. N. Boxall Cllr. B. Thorogood Cllr. L. Vingoe

Visiting members: Cllr. S. Martin

Officers: Kelly Holland, Clerk

Members of the public: None

Cllr. P. Meacham was appointed as Chairman of the meeting for the first item of business. He welcomed everyone to the first Forward Plan Committee meeting.

FOR20/1 Election of Committee Chairman

Cllr. P. Meacham was nominated to be Chairman of the Forward Plan Committee.

RESOLVED that Cllr. P. Meacham be elected as Chairman of the Forward Plan Committee for the ensuing municipal year.

FOR20/2 Apologies for absence

None.

FOR20/3 Working Group Notes

The Forward Plan Working Group had been reconstituted as a Committee of the Council at the Full Council meeting held on 28th September 2020.

Members received the notes from the Forward Plan working group meeting held on 10th September 2020.

FOR20/4 Declarations of Interests

None declared.

FOR20/5 Public Participation Session

None present.

To become a council with a brave forward vision to create and maintain a vibrant and inclusive community in Hockley

Terms of Reference

The Council had agreed that the Committee could create its own Terms of Reference which would then be considered at the next Full Council meeting. The Clerk had made contact with other Clerks who had created Forward Plan Committees to assist in creating the Terms of Reference, these were awaited.

Members considered the workings of the Committee going forward and the need to work collectively with other Committees of the Council in order to fully benefit both the Council as a corporate body and the residents it represents. The following was noted:

- The committee should work with members of the Council who have knowledge or experience in specific areas.
- The committee should look forward but also learn from past experiences
- The plan should not be rigid but instead a working document that is adaptive
- The plan should be for 5 years
- The committee would need to see the forward plans for other committees to reduce the risk of duplication.
- A campaign for community engagement should be arranged.

It was also noted that cross Committee co-operation was vital, it was envisaged that the Forward Plan Committee would ultimately create the plan for the next 3 – 5 years which would in turn create an action list and financial forecast which would then be passed to the relevant committee for action.

The Clerk was asked to draft the Terms of Reference which would then be considered at the next Committee meeting. The following was suggested for inclusion in the Terms of Reference:

- To engage with the community in a variety of ways and use the consultation to shape the forward plan
- To identify actions from the community engagement
- To create a work programme following the identification of the actions
- To create a financial forecast in conjunction with the creation of the work programme
- To identify areas for improvement in the Council
- To work with all Committees to ensure that forward plan is deliverable

Meetings Schedule 2020/21

There was a general discussion regarding the frequency of meetings and it was felt that the Committee meet at least monthly unless additional meetings were required. The Chairman would circulate suggested dates to members.

RESOLVED that the Committee meeting once per month.

FOR20/8 **Committee Budget**

Members considered what budget implications the committee would have and agreed that it was difficult to predict. It was noted that Full Council had made funding available in 2020/21 and will make funding available in 2021/22 for an additional 4 hours per week for the Administrative Assistant in order to assist the Clerk with the Forward Plan work.

There was a discussion regarding public consultation and the analysis of the information gathered as part of the consultation. Members felt that this exercise may be too time consuming for the office staff and suggested an expert company be considered.

RESOLVED that quotations be obtained for a company to generate a public consultation and analyse the results.

FOR20/9 **Mission Statement**

All members of the office staff have been instructed to include the mission statement on all Council documentation. It will also be included on the Parish Council's website. It was suggested that the statement be amended to:

Hockley Parish Council is committed to becoming a council with a brave forward vision to create and maintain a vibrant and inclusive community in Hockley.

FOR20/10 **Member's Aspirations Survey**

The Committee considered the anonymous responses to the survey, it was noted that 8 responses were received out of a possible 14, representing a 57% response rate. It was felt that the information could be incorporated into the aims of the Committee. Members discussed whether the results should be circulated to all members of the Council.

RESOLVED that the survey responses be forwarded to the Chairman of the Council who would then decide whether the information should be shared with all members of the Council.

FOR20/11 **Local Council Awards Scheme**

The item would remain on all agendas for the Committee to reinforce the requirements of both the Quality award and Gold award. The Clerk would resend the guidance for achieving the standards to all Committee members.

FOR20/12 **Items for the next agenda**

It was agreed that the next meeting would purely focus on the Terms of Reference for the Committee.

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FOR20/13

Date of future meetings

The next meeting of the Forward Plan Committee was to be confirmed.

The meeting closed at 8.30pm

Signed:

Chairman

Date:
