



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH

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Minutes from the Forward Plan Committee meeting held at The Old Fire Station, 58 Southend Road, Hockley, Essex on Thursday 11th November 2021 at 7.00pm.

<u>Chairman:</u>	Cllr. P. Meacham	
<u>Councillors:</u>	Cllr. M. Carter	Cllr. S. Martin
	Cllr. B. Thorogood	Cllr. L. Vingoe
<u>Officers:</u>	Kelly Holland, Clerk	
<u>Members of the public:</u>	None	

The Chairman welcomed everyone to the Committee meeting and read out the meeting procedures document.

FOR21/22 Election of Committee Vice Chairperson

Cllr. N. Boxall was nominated as Vice Chairman of the Forward Plan Committee.

RESOLVED that Cllr. N. Boxall be elected as Vice Chairman of the Forward Plan Committee for the remainder of the municipal year

FOR21/23 Apologies for Absence

None received.

FOR21/24 Minutes

RECOMMENDED that the minutes from the Forward Plan Committee meeting held on 8th July 2021 be approved as a correct record and signed by the Chairman after the meeting.

FOR21/25 Declarations of Interests

None declared.

FOR21/26 Public Participation

None present.

FOR21/27 Recommendations

RESOLVED that the recommendations made at the meetings held on 10th June 2021 and 8th July 2021 be ratified.

The Chairman suggested that the items relating to the terms of reference and the constitution of the committee be considered jointly at the same time.

FOR21/28 Terms of Reference and Constitution

Members considered the terms of reference and the proposal for the Forward Planning Committee be reconstituted as a Working Group in order to adhere to its original remit. An in depth discussion ensued considering the pros and cons for a committee and working group and the responsibilities and authority within each group.

There were queries relating to the way in which the Forward Plan Committee would fit in with other Committees of the Council and it was suggested that each committee be asked to identify what it could do to fit in with the Council's vision statement.

Members noted that the whole forward plan process would take time to complete and the need to be patient was important.

RESOLVED that

- (a) the Forward Plan Committee remain as a Committee of the Council.
- (b) no amendments were identified for the Terms of Reference.

FOR21/29 Budget requirements for the 2022/23 budget

Members discussed the resident's survey and the possibility of using a contractor to analyse the data gathered. It was mentioned that quotations had been presented to the committee previously for this service. It was suggested that the survey be hand delivered as part of the Parish Council newsletter and that the analysis take place in house.

Other expenditure was considered as part of the Forward Plan process.

RESOLVED that a budget of £5,000 be requested for the Committee in 2022/23.

FOR21/30 Local Council Awards Scheme

Changes to the scheme were identified by the Clerk, members were made aware of the areas of the Quality award that the Council did not currently meet. Some policies would be considered by the Full Council in January 2022 and other areas, namely community engagement, were in the process of taking place following the resident's survey.

FOR21/31 Work experience

It was noted that Greensward Academy had advised that it was very unlikely work experience scheduled for February would go ahead but they were hoping for later in the year. The Council would be kept updated.

FOR21/32 Community Engagement

The raw survey data received to date was received and gave an overview of

resident's views. Earlier in the meeting, consideration was given to extending the deadline to allow the survey to be delivered to every house in the parish as part of the Parish Council's newsletter.

RESOLVED that

- (a) the resident's survey be delivered to every home in the parish as part of the newsletter
- (b) the closing date for responses be extended to 31st March 2021.
- (c) The Council continue to publicise the survey using other methods.

FOR21/33 **Dementia Friendly Shops**

Cllrs. B. Thorogood and L. Vingoe had attended Dementia training and advised that the speaker was willing to address the Parish Council and community to raise awareness. There was a discussion regarding the proposal and the best committee to take this forward.

RESOLVED that the item be referred to the Communities Committee for consideration.

FOR21/34 **Youth Council**

Letters and emails had been sent to the local schools regarding the youth council, responses had not been received. Members agreed that the idea had been explored but may not be best progressed at this point in time due to lack of response.

RESOLVED that the item not be progressed at this time but would be reviewed in 12 months.

FOR21/35 **Committee transparency**

The members of the Committee agreed that as a committee of the Council, all information was circulated to all members of the Parish Council via agendas and minutes. Other members were welcome to attend Committee meetings.

RESOLVED that by following the policies and procedures of the Council including Standing Orders and Terms of Reference, the Committee felt that full transparency was already in place for the Forward Plan Committee.

FOR21/36 **Items for the next agenda**

To consider the formation of a 3 year and 5 year plan.
To consider survey data analysis.

FOR21/37 **Date of future meetings**

The next meeting of the Forward Plan Committee will be held on Thursday 13th January 2022 at 7.00pm.

The meeting closed at 9.00pm

Signed:
Chairman

Date:
