

Dear All

I now have feedback from you and plan to discuss the following with Joanna. If you are not in agreement or wish to add anything then please do say.

As a result of a discussion that took place at the last PC meeting about the length of meetings, a comparison was carried out between our Parish Council and the way it operates and other Parish Councils in Guildford. This showed that our meetings are longer than those who record lengths of meetings (10/23 do not) but that in total we spend fewer hours in meetings, this is because our meetings are every other month instead of monthly (3/23 operate this way). Additionally, we make all decisions in the main meeting as we don't have authorised committees (as all major decisions revert to the Parish Council).

Feedback typically states:

- 1) In accordance with Joanna's suggestion we will endeavor to **keep meetings to 2 1/2 hours**

By: **Allocating timings to the agenda** - The Chair will do this before it is circulated

Keeping a 'live' running list of progress of projects/ activity so that we do not need to report every detail at every meeting, but so that members of the public can see that progress is being made and if not, why not. The list will be a key focus of the meeting [but will only work if it is up-to-date] so must be a working document where each person responsible for an action is responsible for progress of that action and for recording progress. The list is for Council use but must also be written as an update for members of the public.

Informing members of the public and GBC / SCC ahead of each meeting of the time allocated - but allowing longer if they request a longer time ahead of the agenda going out (ie if something urgent / important has come up that requires longer).

- 2) The benefits of monthly meetings and authorised committees was agreed by some but all preferred to see how well the new changes work alongside **meetings every 2 months**, as we are a small council with a smaller pool of volunteers.
- 3) **Improving communication in-between meetings** is necessary to avoid repetition and to keep everyone in the loop in between meetings. It was agreed that we would **ask Joanna to consider setting aside 3 or 4 hours of the 12 a week**, to work in Compton (an office would be provided possibly the Village Hall meeting room). This would be highly beneficial as members of the public and councillors could see her, signatures could be obtained and site visits carried

out. This would be a preferred option but if this were not possible, then allocation of agreed time slots each week would suffice (so that Cllrs and members of the Public know that if they ring at certain times of certain days, they will make contact).

- 4) **All correspondence from me or Joanna is copied to the relevant Councillor for information**
- 5) **All PC correspondence from the Chair or Vice Chair is copied to Joanna and visa versa.**
- 6) **Copies of all correspondence (letters, reports) should be filed in DropBox**

In order to keep up to date in-between meetings and stay informed, it will be necessary to use Drop Box. If this is a problem, send documents to either the Clerk or Chair to add to Drop Box and likewise email updates to the Actions list and these can then be added. It would however be much preferred if everyone could manage their own updates.

Joanna and Fiona are working on

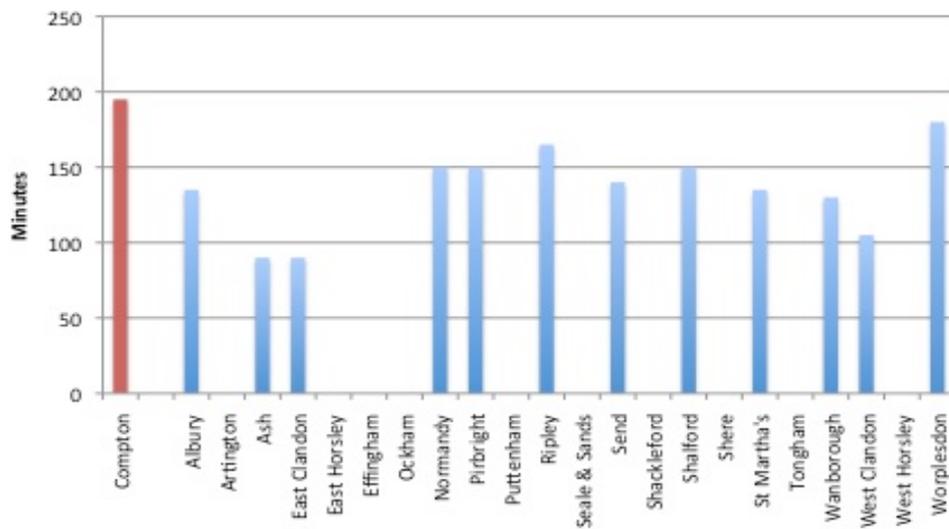
Best Wishes
Fiona

Additional info

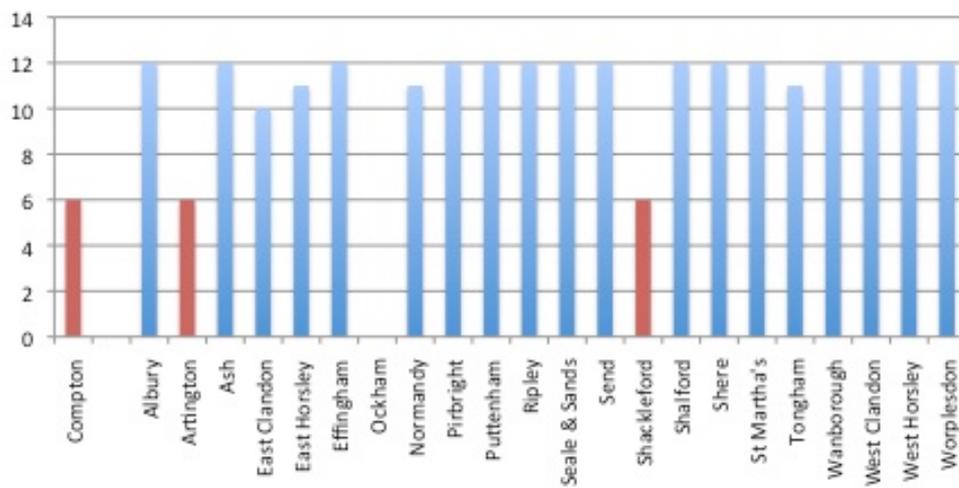
Assumptions have been made about lengths of meetings where times are not recorded (assuming 2 hrs for PC and 30 mins for committee unless agenda indicates otherwise)

Only minuted meetings of PC and authorised PC led committees are included in the total (this excludes the many task groups and our sub-committee meetings as none are fully authorised).

Average length of PC meetings in minutes



No of PC meetings



Number of Hours in meetings per year

