

Chairman's report – February 2023

- Ensure an appointment is made to spend time with the Clerk or other Officers, please do not turn up unannounced. This is to allow Officers to plan their time and to allow meetings to have appropriate confidence and planning.
- Ensure Clipstone Parish Council email addresses are used for communication rather than personal emails. This protects Councillors in the event of Freedom of Information requests etc and the need to open personal information for scrutiny.
- All Councillors and Officers are reminded of the confidential nature of matters discussed in closed sessions, and should not discuss sensitive matters or disclose personal details with members of the public.
- Please ensure that apologies for absence, and the reason for absence, are issued to the Clerk in advance of meetings with as much notice as possible. Any personal reasons will be kept confidential by the Clerk.
- Please prepare for meetings in advance. The agenda and supporting documents are issued in advance for a reason; to allow them to be reviewed and digested. If there is adequate time, feel free to issue any queries or comments to the Clerk in advance to allow answers to be gathered in advance of the meeting.
- A reminder that Parish Council meeting should be a decision making session, and not a 'general talking shop' about matters on the agenda. Preparing for items will allow items to be succinctly discussed and allow the possibility for more items to be covered in future meetings.
- As chair, I have no greater power or authority than any other Parish Councillor, with the exception of chairing meetings and having a casting vote. I am available, within reason, to all other Councillors and Officers if they wish to discuss any matter with me.
- A reminder that Councillors cannot act individually and have no authority to represent the Parish Council as an individual person. Any actions must be for the benefit of the wider Parish Council area, not for individual or limited benefit.
- The 'New Councillor' training carried out by Notts ALC is very good, and not expensive. It is suggested that everyone should attend at some point. Consideration should be given for all Councillors to attend when the new term starts.