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To:

Members of the General Purposes and Finance Committee
and remainder of the Council for information

AGGPF109

6 June 2006

Dear Sir/Madam,

A Meeting of the **General Purposes and Finance Committee will be held at The Grove, 25 St. John's Street, Hythe, on Monday next 12 June 2006, at 8 pm**, when your attendance is requested.

Yours faithfully

Clerk to the Council

AGENDA

1. Apologies for absence.
2. To sign the Minutes of the meeting of the Committee held on 10 April 2006.
3. To note any declaration of interest made by Members in connection with an Agenda item. The nature of the interest must be specified.
4. Public Participation Period.
5. Accounts for Payment.
6. Proposed amendments to the Council's Standing Orders.
7. HAPTC 59th Annual General Meeting.
8. Community Safety Service Update.
9. Hampshire Fire and Rescue Integrated Risk Management Plan 2006/2009.
10. Minutes of the Annual Parish Meeting.
11. Traffic Problems – Refurbished Promenade – Hythe.
12. Any other urgent business concerning the committee.

HYTHE AND DIBDEN PARISH COUNCIL

GENERAL PURPOSES AND FINANCE COMMITTEE - 12 June 2006

AGENDA NOTES

Item 6

Proposed Amendments to the Council's Standing Orders.

Members are asked to consider making the following amendments to the Council's Standing Orders

Standing order (SO) 32 states:

"A member shall stand when speaking unless permitted to do so by the Chairman to sit on account of infirmity".

It is suggested that this standing order is amended to allow members remain seated when speaking as the noise of the chairs being pushed along the floor can mean some of the speech cannot be heard and the noise is also picked up on the "hearing loop" equipment. In addition, members do not stand at Committee meetings. The proposed wording is as follows:

"A member may remain seated when speaking"

Standing order 33.3 and 33.4.

If the proposed change to SO32 is accepted then 33.3 and 33.4 should be amended to read;

33.3 "If two or more members indicate that they wish to speak, the Chairman shall call upon one of them to speak and the others shall wait until called to speak".

33.4 "Whenever the Chairman rises during a debate all other members shall be silent".

Standing order 35.3

This is a typographical error.

"paragraph b" should read "paragraph 35.2".

Standing order 50

Should have the following deleted; "to standing".

Standing order 60

This has been updated to reflect the provisions of the Council's Code of Conduct

Committee Structure

As members will be aware the "Accommodation Committee" only meets on an as and when necessary basis. During the last year it has met twice and the average meeting time was 27 minutes.

Over the last year the General Purposes and Finance Committee met 8 times with the average length of the meeting being between 30 minutes and 90 minutes.

With the meetings of the Accommodation Committee not being scheduled difficulty is sometimes experienced in getting members together for a meeting.

As most of the Council's buildings have been surveyed and a long term maintenance plan produced, the work for the Committee has diminished.

It is therefore recommended that the "Accommodation Committee" be disbanded and its terms of reference be added to those of the General Purposes and Finance Committee.

If this proposal is accepted then the following standing orders will be amended, 53.3.4, and Appendix A Terms of Reference of Standing Committees.

A complete set of amended standing orders is attached.

Members are asked to consider the proposed changes and to agree/amend and to recommend that the Council adopts the revised standing orders.

Item 7 HAPTC 59th Annual General Meeting

The above meeting is due to be held on Saturday 7 October 2006.

Resolutions for the meeting must be sent to HAPTC by Friday 7 July 2006 and they must include details of the Council seconding the resolution.

Members' views are requested.

Item 8 Community Safety Service Update

The following sets out the current position in respect of the dedicated Parish Community Safety Service.

1. Dedicated telephone number installed. The system allows for automatic divert to Officers mobile when on duty otherwise, answer machine will record message.
2. A Community Safety page has been set up on the Parish Council website which gives details of the service and contact arrangements.
3. Vehicle and uniforms currently being prepared with Parish Logo and details.
4. Service commences on week commencing 26 June 2006.

Temporary service with existing ACSO's being assigned to the Parish service and working the existing shift pattern

e.g. w/c 26/06/06

Mon 11.30 to 23.00
Tue 11.30 to 23.00
Wed – Rest Day

Thur – Rest Day
Fri - Rest Day
Sat 11.30 to 23.00
Sun 11.30 to 23.00

5. Week commencing 3 July 2006 leaflet detailing service to be distributed to all households. A press release issued.
6. July 17 new shift pattern (Including working to midnight) introduced giving the following weekend cover

Fridays nine out of twelve	13.00 to 00.00
Saturdays six out of twelve	13.00 to 00.00
Sundays three out of twelve	13.00 to 23.00
When not on duty on a Friday both Saturday and Sunday covered	
7. July/August new dedicated team commence duties after being accredited and receiving appropriate training.
8. January 2007 shifts reviewed with options of split shift introduced to give cover every Friday and Saturday night either by the dedicated team or general team of ACSO's.

Members are ask to note the report

Item 9 **Hampshire Fire and Rescue Integrated Risk Management Plan**

The document referred to in the attached letter is available in the office or can be viewed on their website www.hantsfire.gov.uk.

Whilst the document is for information they would welcome any feedback.

Members' views are requested.

Item 11 **Traffic Problems – Refurbished Promenade- Hythe**

Attached are letters from local residents who live opposite the promenade. The District Council also has a copy of the letter.

Member's views are requested.

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