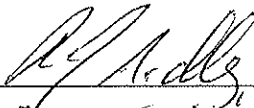
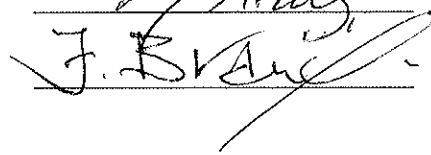


We the undersigned Croxley Green parish Councillors in accordance with Standing Order 6[d] request that the chairman of Croxley Green Parish Council calls Extraordinary Meetings at the earliest convenient dates I.e. Thursday May 19th and 26th to allow councillors to discuss the following agenda items in order attached.

Councillor R J Ridley


Date 12/5/2011

Councillor F Brand

Date 12.5.2011

Received, signed, dated and a copy given to both Councillors Ridley and Brand by Croxley Green parish Council chairman.

Signature



Date 12/5/11

Motions to be discussed at the Extraordinary Meeting of the Council called by the chairman of CGPC.

- **Staff salaries and allowances.**

Staff salaries and allowances to be disclosed to council in a part two and any action to be decided.

- **Staff related matters.**

Staff related issues of the last two years to be disclosed to council, the clerk to provide all minutes and relevant documents, to be discussed in a part two and any action to be decided.

- **Buddy System**

Council to discuss whether to adopt a Buddy System, where new cllrs can gain help from experienced cllrs, who can nominate themselves as a "BUDDY".

- **Security at the office/depot**

Council to be made aware of security measures at the office and depot [part two if necessary] when introduced and should any other measures be undertaken by council

- **Budget**

2011/12 budget to be presented to council, so new cllrs are aware of how council raise precept and councils budgeted responsibilities. Necessary equipment [projector] to be available.

- **Outstanding budgeted items**

Council to be presented with a report of all outstanding projects budgeted for since Nov 2006, the amount raised in precept per project and at what stage the projects are at.

- **Autonomous**

Clerk to clarify to council what the statement means on the website regarding the parish council being autonomous.

- **Contracts and agreements**

Council to be presented with all contracts, agreements and arrangements that CGPC are involved, including all the original contracts/agreements/arrangements, any renewals and date contracts etc are renewed. Council to discuss.

- **Standing Orders**

To be discussed, the clerk to explain the difference between Standing Orders in bold and normal type face. Council to be made aware of SOs that might concern council in the main. Necessary equipment [projector] to made available.

I.e. Standing order

9. **Quorum**

10. **Voting**

13. **Notice of Resolutions**

26. **Finance**

3. **Standing Orders on Contracts**

35. **Inspection of Documents**

36. **Admission of the Public and Press to Meetings**

38. Committees

- **Website comparison**

Clerk to set up projector so that council can view other parish council websites for comparison and decide if any actions to be taken regarding the CGPC website.

- **Wording on Website**

Council to review the wording used on website to ensure that the information presented is accurate.

- **Website Events page, how applications are made and outcome of all previous applications**

The clerk to present to council the website events page, the applications process agreed to by council, the date and agenda/minute that it was proposed and agreed on by council and the clerk to present all correspondence from all previous applicants received and replied to from the office and the outcome of all applications.

Council to discuss what action should be undertaken

- **Cost of servicing contracts and agreements**

Council to be presented with the cost of servicing all contracts/agreements/arrangements that council are involved in that council receive no payment/reimbursement for.

- **Policy procedures**

The clerk to present to council the all policy procedure document[s] the date and meeting they were discussed and agreed at by council, which are currently implemented by CGPC when dealing with other authorities or organisations or associations.

If there are none in place council to discuss what action to take and to create a procedure policy template, to be used as a basis for future works CGPC undertake with other authorities etc.

- **Contingency plan**

The clerk to present to council the contingency plan adopted by council, the date it was presented to council and the minutes of the meeting it was agreed. The arrangement which is currently implemented by council when dealing with staff absences and an explanation of how the office is manned during those absences

- **Outside office hours events staff attendance**

Council to be informed of all events that council currently take part in outside of office hours or are involved/responsible for and the staffing arrangements of such occasions.

The procedure policy regarding staffing and volunteers that council currently use to be presented to council. Are the staff being paid or attending without pay. The clerk to present to council all of the current/past arrangements and associated costs and all relevant correspondence with either cllrs or residents on this issue.

Council to decide if a course of action is undertaken

- **General and Special Expenses**

Council to contact TRDC and request a breakdown of services and costs annually since 2000 of what services provided by TRDC to the residents of Croxley Green are included specifically under General and Special expenses.

Council to request a breakdown from TRDC for all of the other parished and unparished areas of TRDC since 2000 and a breakdown of services and costs.

Clerk to copy by email to all councillors the request to and reply from TRDC on the date sent and received.

- **Grants**

Council to be made aware of which local associations/organisations etc have received financial grants from CGPC over the last six years, what the grants were for and the amount given. What grants council currently receive to undertake any works on behalf of outside organisations and which grants or contracts council have lost in the last six years, what they were for and the amount and which grants are available to council to apply for.

- **Expenditure from Feb 1st 2011**

Council to be presented with all expenditure undertaken by council since the 2011/12 budget and all relevant documents to be presented to council for discussion.

- **Cllrs email addresses and photos**

The clerk to inform councillors that they have an email address set up via the parish council. To inform councillors of their email addresses and how to activate it. The clerk to present to councillors the relevant correspondence from the Standards Committee relating to this issue. Council to discuss whether with cllrs permission, photos should be included under cllrs details and should the staff of CGPC also have their photos with their permission included on a staff website page.

- **Title and deeds of property**

Clerk to present to council all property that council hold title over. Council to consider contacting all the other parish councils within TRDC and request [via a Freedom of Information Act request ?] information on all property or land that they have title over including any leasing arrangement of both property and land and any associated costs to that parish council to service said property or land.

- **Staff vacancies website page**

Council to consider introducing onto the website a Staff Vacancy page, this to specify any current vacancies, to post current job specifications, inviting applications to be kept on file for future reference

- **Contracts website pages**

Council to consider introducing onto the website a contracts page, stating any contracts that council currently outsource, the specifications of the contracts, the renewal dates and inviting tenders.

Council to consider a website page publicising any contracts that they will undertake and outsource, the criteria and specifications of the contract and invite tenders

- **Plant/machinery**

Council to be presented with an itinerary of all plant and machinery owned by CGPC, also any plant or machinery leased or rented and associated costs.

Council to contact TRDC and all other parish councils within TRDC requesting if necessary via a FOIA request, all plant and machinery they own etc and enquire if they would consider a plant/machinery share scheme, to possibly reduce costs to both or all parties.

- **Supporting papers on website**

Clerk to explain why supporting papers relating to a part one agenda item in committee and FCM which assists cllrs/residents haven't been posted on the website, when the below is posted on the website.

You will also find any associated papers that are or have been issued with an Agenda to give the further detail as to the nature of the Agenda item and what the Councillors will be discussing in order to reach a decision. These associated papers are referred to as 'Supporting Papers' and will show the Agenda item number it refers to and the date of the meeting where the matter will be considered. There will, however, be occasions where Supporting Papers will not be made available to the public due to the confidential nature of the content.

Council to decide if a course of action is needed.

- **Agendas and minutes on website**

Clerk to explain why there are date breaks on the website in relation to agendas and minutes and decide if needed what course of action to be undertaken.

- **Harvester roundabout**

Council to be made aware that CGPC had no authority to go onto another authority's land and carry out works without permission, the clerk to present all relevant correspondence to council on this issue. Council to investigate which committee proposed the action, the cost to council and who sanctioned the works. Council to decide on any course of action to be taken.

- **Clerks Diary**

Council to consider as an additional agenda item for FCM. The clerk to inform members of any meetings scheduled for the forthcoming month[s] and at the following FCM to inform members of meetings attended on behalf of CGPC when, location, who attended and outcome of any meetings

- **Stones Orchard**

Council to consider developing the website page relating to Stones Orchard. To inform of the decision by date of TRDC policy to restore SO, the parish council's involvement, a published site map to include the location within Stones Orchard of the type/variety of the trees already planted and future varieties of trees and locations of where they will be planted and council to consider inviting applicants from Croxley Green residents to purchase existing/future trees with a memorial scroll to be included on the website in dedication to a deceased loved one [people not pets], with proof of a CG connection?

i.e. To my beloved husband Reginald, much missed by his family.

Reginald Lewis October 21 1930- April 2 2003 taken.

- **Councils' responsibilities page**

Council to post on the website the circulated councils' responsibilities paper, informing residents of the responsibilities of all three tiers of local government [explaining it is a rough guide] with the relevant contact numbers. Council to post the last four CGPC chairmen's allowances [Vassiliou, Saxon, Norman and Birch] and what the money allocated to them was spent on. Who proposed and seconded the spending. Council to post Croxley Green TRDC and County Cllrs allowances since 2000 for comparison

- **Clocking in**

Council to consider whether an electronic timed Clocking In system should be installed at the office..

- **Community police page on website**

Council to introduce a community policing page [as Chorleywood Parish council do] to inform residents who their CPSOs are etc. Council to contact the other parish councils within TRDC and TRDC and request [via a FOIAR if needed] how many PCSOs operate within their areas, who funds them, the cost, is it through precept and in the case of TRDC is it through General or Special Expenses expenditure.

- **Complaints against council**

The clerk to present to council all complaints by Local Government Electors against an officers/staff/committee of the council from May 2004 and the outcome of said complaint.

The clerk to present to council all complaints and relevant correspondence from other authorities since 2004 in regard to activities undertaken by CGPC and the outcome of said complaint.

- **Revels**

Clerk to inform council of CGPC involvement with the revels. The staffing arrangements and if any councillor volunteers are needed, any schemes or issues that council are presenting to the public at the revels. Any grants given to organisations in conjunction with the Revels.

- **NYE Fireworks display**

Council to be informed of the current procedure regarding the organisation and councillor volunteering/staffing arrangements for the fireworks display.

Council to contact immediately all the councillors by email/letter of the previous council who volunteered to attend/set up and staff the fireworks display asking if they will continue this year and in the future. Clerk to scan letters sent/received and forward via emails to all parish councillors email addresses. All emails sent/received to be forwarded to all councillors email addresses. On receipt of their answers, council to decide a course of action.

- **The Pump**

Council to be informed of previous discussions regarding the pump. Why CGPC allowed a letter to be put under a nom de plume attacking me without giving me the right to reply!

Council to contact other parish councils and enquire if they publish a parish magazine/newsletter and the associated cost and size/number of pages it contains.

Council to contact printers for an estimate of producing a 1000/2000/3000/4000/5500 issue of the pump

- **CGPC initiatives**

Council to be informed of CGPC led initiatives within the area.

i.e. Skate Park, Multi use sports area, water storage for allotment association. fireworks etc

- **Other local authorities initiatives**

The clerk to present to council any HCC/TRDC led initiatives that CGPC were requested to be involved, all relevant correspondence and minutes to be presented to council.

- **Projects page**

Council to consider a website page where forthcoming projects that council might undertake or be involved in to be posted with estimated costs and any video links etc and ask for residents comments which will be put before council for consideration and to post suggested projects submitted by residents that council might undertake with the above criteria.

