

**GUESTLING PARISH COUNCIL EXTRAORDINARY MEETING**

**MINUTES OF GUESTLING PARISH COUNCIL EXTRAORDINARY MEETING HELD THURSDAY 28  
SEPTEMBER 6PM AT THREE OAKS VILLAGE HALL**

**CHAIR:** Cllr MARION ROBERTS

**PARISH COUNCILLORS:** Cllr GRAHAM FURNESS Cllr PETER KNATCHBULL-HUGESSEN  
Cllr MARTIN GRIFFITHS

**PARISH CLERK:** BRYONY YOUNG

**2 MEMBERS PUBLIC**

ITEM	NOTES	ACTION
1	<b>APOLOGIES OF ABSENCE:</b> NONE	
2	<b>DECLARATIONS OF INTEREST:</b> Cllr M ROBERTS – prospective member of a local CLT (Community Led Housing Trust) once it is formed. For clarity, Cllr Roberts signed the adoption of a general protocol for Working Groups within Guestling Parish Council as Chair but was not then involved in any further discussions in the proposals due to her declared interest	
3	<b>TO VOTE TO SET UP A WORKING PARTY/COMMITTEE OR SUB-COMMITTEE TO DISCUSS THE POSSIBILITIES OF AFFORDABLE HOUSING IN THE PARISH:</b>  Discussion about whether to set up a Working Party or a Committee, vote to set up a Working Party, proposed Cllr Knatchbull-Hugessen, seconded Cllr Martin Griffiths - UNANIMOUS  <b>General Protocol for Working Groups (Appendix 1)</b> was read out by the Clerk and had full agreement to adopt from all Councillors – Signed by Chair and Proper Officer  <b>Terms of Reference for an Affordable Housing Working Party (Appendix 2)</b> were read out by the Clerk and voted in by all Councillors able to vote - UNANIMOUS  The Clerk suggested that a call-off allowance (via the Clerk) for meeting costs if required (eg. to rent halls) should be available for the Working Party up to £100 - UNANIMOUS	
	<b>MEETING CLOSED 6.20PM</b>	
	<b>BRYONY YOUNG – PARISH CLERK 07730 015684    <a href="mailto:guestling.clerk@gmail.com">guestling.clerk@gmail.com</a></b>	

**APPENDIX 1**

**Guestling Parish Council - Protocol for the Formation and Operation of Working Groups**

1. The Parish Council and any of its standing Committees can set up Working Groups to carry out tasks as defined by the Council or the Committee.
2. The purpose of Working Groups is to meet to discuss issues, explore options and develop plans and then report back to the Parish Council or Committee with recommendations. Subsequently, Working Groups may be tasked to deliver their plans. They have no decision making powers but simply present the Parish Council or Committee with their findings. However, their ability to give particular topics that much more time outside agenda-driven meetings is invaluable.
3. When setting up a Working Group, the Parish Council or Committee must set clear terms of reference for it regarding objectives and scope. These will be approved by the Council before the Working Group is formed.
4. The Terms of Reference will include this protocol and who the Working Group reports to and all members of the Working Group will sign it to confirm acceptance.
5. The Terms of Reference and membership will be published on the Parish Council's website.
6. The number of Councillors able to join a Working Group will be decided at the time of its formation but it must consist of no fewer than three councillors.
7. The Working Group will notify the Parish Council or Committee of the name of the Chair once they are appointed after the first meeting.
8. A quorum for any meeting of a Working Group will be three members.
9. The role of the Parish Council or sponsoring Committee is to consider and question the recommendations put to it by the Working Group before a decision is taken and, in the case of a Committee, to be satisfied with them before making any recommendations to the full Council.
10. A Working Group will be accountable for recommendations to be made directly to the Parish Council;
11. The Working Group must provide the Parish Council or Committee with as much information as possible to ensure it can make an informed decision on its recommendation(s).

Adopted 28 September 2023

Proper Officer:  ..... Bryony Young

Chair:  ..... Marion Roberts

## Working Group

### Affordable Housing Working Group

#### Background

The role of this Working Group is to engage with all key stakeholders regards proposals of any affordable housing developments within or closely adjacent to Guestling Parish and to provide advice, comment and recommendation to Full Council.

Members of the Working Group will be: Cllr Peter Knatchbull-Hugessen, Cllr Graham Furness, Cllr Martin Griffiths

#### Terms of Group

1. The Working Group will act under the Code of Conduct of the Parish Council and declarations of interest will be required at all meetings.
2. The Working Group may determine the number and time of its meetings.
3. The Working Group may appoint its own Chair.
4. The quorum of the Working Group will be THREE.
5. Any extra or additional members shall be appointed by the Parish Council.
6. General minutes of each meeting and meetings with other bodies shall be kept - These minutes should show the time and place of the meeting, its attendance and the topics discussed and any conclusions reached. A copy of the minutes or notes must be lodged with the Proper Officer.
7. The Working Group will report at each full Parish Council meeting.
8. The Working Group may make recommendations to the Parish Council.
9. The Working Group has no power delegated to it to make any decision, statement or to give any undertaking, or understanding on behalf of the Parish Council.

Dated : ..... 28 September 2023 .....

Signed: ..... [Redacted Signature] ..... Cllr P Knatchbull-Hugessen

Signed: ..... [Redacted Signature] ..... Cllr G Furness

Signed: ..... [Redacted Signature] ..... Cllr M Griffiths

Signed Proper Officer: ..... [Redacted Signature] ..... Bryony Young