



Chair (pro tem) NDP Working Party

From: Adrian Dale [REDACTED]
Sent: 14 June 2013 22:36
To: Andrew Seaman
Cc: 'Clerk (laptop)'
Subject: NDP-012 - Clerkship to the Working Party

Andrew,

Further to our discussions about Jane's volunteering for the Working Party (sorry Jane, I don't have a separate email address for you!), we have co-opted **you** (Andrew) to the Working Party and Mark has confirmed that we can't formally co-opt Jane as a voting member for three reasons:

- (a) the council has already debated volunteers and resolved to co-opt four named volunteers. There is no reason for overturning this resolution.
- (b) two members of a household on the same Working Party would potentially skew the voting and this might reasonably be challenged for this reason
- (c) we need an equal number of councillors and non-elected residents (4:4)

Nevertheless, we are keen to ensure that all that are keen to participate can play a full role. We would therefore like to offer Jane the role as Clerk to the Working Party. This is a non-voting officer role, working with the Chair to ensure the smooth running of the Working Party.

The NDP Working Party Clerk would:

- (a) organise, and issue the summons and agenda for, the formal public Working Party meetings. This would include posting public notices and notifying members of the public who have specifically asked to be kept informed of meeting dates
- (b) minute the formal working party meetings
- (c) collect and curate all working papers from the Working Party in preparation for them becoming the public document archive
- (d) maintain the public evidence base of the Working Party
- (e) with the Chair, prepare the monthly report to the Parish Council
- (f) liaise with the Parish Council Clerk on matters of procedure and law in so far as they relate to the workings of the Working Party
- (g) undertake other activities as agreed with the Chair of the Working Party to facilitate the delivery of the Draft Neighbourhood Development Plan

Clearly the Clerk will need to become intimately involved in the workings of the Working Party and have a grip of the evidence collected, probably more of a grip than some members. They will therefore need to advise the Working Party if anything has been overlooked in deliberations.

I would be happy to discuss this role directly with Jane and would be delighted to meet and flesh it out.

Regards

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 Chelveston-cum-Caldecott

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