

MELBOURN PARISH COUNCIL

CODE OF CONDUCT WORKING PARTY

MEETING HELD ON THURSDAY 3 NOVEMBER AT 2PM

Present: Members of the public: Diana Barker Howard Gascoyne
Councillors: Steve Kilmurray Sally Ann Hart Julie Norman

1. Diana Barker was elected as Chair.
2. Julie Norman volunteered to prepare the minutes.
3. **Overview of example Code of Conducts (CoCs).** The WP looked at the CoC adopted by Melbourn Parish Council in November 2015. This was based on the National Association of Local Council's (NALC's) Model CoC. Members also considered a revised draft of a CoC prepared by the Assistant Clerk. They concluded that the new Melbourn CoC should contain sections on: complying with the law on declaration of interests; behaviour as a Councillor and in meetings; and working together as a team in the interests of the parish. Neither CoC covered the latter point.

**Actions: Members to look at CoCs adopted by other Parish Councils
JN to provide a draft for discussion for the next meeting.**

4. **NALC Local Council Award.** The advantages of achieving the award were identified as: a way of ensuring that the Parish Council has the correct procedures in place; an opportunity to show the parish what the Council does on their behalf; and external validation that the Council has changed.
5. An application will not be made until the Council believes it complies with the requirements. The provisional timeline is: Foundation – May 2017; Quality – May 2018. The new Council (which will come in May 2018) can then decide whether to go for the Gold Award.

**Actions: Members to look at the website of Councils which have
achieved the award to see what they do (Knutsford, Lutterworth, Holmes
Chapel, Cranleigh)**

6. **Date of the next meeting:** Thursday 10 November at 2pm. The main task will be to consider the first draft of the Code of Conduct.

**Actions: JN to circulate the document from Hugh Pollock making
suggestions for the governance of Melbourn Parish Council.**