

**Minutes of the Meeting of the
GENERAL PURPOSES COMMITTEE
held on Monday 11th November 2019 at 7:32pm
in the Committee Room, Freight House, Bradley Way, Rochford.**

Cllrs Present: Chairman R Gardner, Ms A Rees-Jones, T Manyika, S May, Mrs N Shaw, M Strubel & Mrs M Weir.

- 24. Apologies for non-attendance at meeting:**
Cllr R Patient had given apologies.
Members **received** the apologies tendered.
- 25. Declarations of any:**
a) **Disclosable Pecuniary Interest;**
b) **Other Pecuniary Interest; or**
c) **Non-Pecuniary Interest**
on any matter on the agenda for 11th November 2019:
None were declared.
- 26. Public Forum:**
No members of the public were present.
- 27. To approve the Minutes of the meeting held on 16th September 2019 meeting:**
The Minutes of the Meeting were **approved** and Members agreed to the destruction of the notes in respect of that meeting.
- 28. Action Update List – November 19:**
28.1 Assurances had been received from Rochford District Council (RDC) that HPC would still have a meeting room after the refurbishment of the Freight House and that they would offer an alternative venue, if required, while works were ongoing.
Members agreed to close the item.
Members **accepted** the Action Update list and **agreed** to the removal of the closed items.
- 29. Financial Report – October 2019:**
There were no questions and Members **accepted** the Financial Report.
- 30. Agree General Purposes Budget 2020/21 (Bid 1) for recommendation to the Finance Committee:**
The Clerk distributed an updated report at the start of the meeting; Members noted the updated report just had a colour formatting amendment (red to show increases); all figures remained the same as already received.
Cllr Mrs M Weir proposed an increase in the Capital Projects budget for Christmas Celebrations, specifically for additional Christmas lighting. The Clerk advised Members that gaining permissions for general Christmas street lighting would be extremely challenging. Members noted that the stretch of shops in the Hawkwell Parish situated at

the top of Ashingdon hill along the Ashingdon Road did not have any Christmas lights and suggested adding pieces/festoons for those. It was noted it was unclear if any permissions would be given and by whom. The Clerk reminded Members £1.5k was allocated in the Ear Marked Reserves (EMR) for Christmas lights. Cllr Mrs M Weir proposed £2k be allocated to the Capital Projects Budget for Christmas Celebrations, for potential Christmas lights, which was agreed.

The Clerk asked Members if they had any questions relating to the remainder of the budget; none were raised.

Members **approved** an overall decrease of £4,800 in the General Purposes Committee budget (bid 1) from £53,600 for 2019-20 to £48,800 for 2020-21 for recommendation to the Finance Committee.

31. Agree Youth Budget 2020/21 (Bid 1) for recommendation to the Finance Committee:

The Clerk informed Members she had not received any budget proposals for the Youth Budget and had therefore suggested an increase of £500 for contingency purposes from £1,000 for 2019-20 to £1,500 for 2020-21.

Cllr T Manyika, in his capacity as a member of the Youth Working Group (YWG), informed Members that the YWG had insufficient time to be able to offer budget proposals and expected that such proposals may be forthcoming in the next budgeting round in 2020 (for 2021-22).

Members **approved** an overall increase of £500 for the Youth Budget from £1,000 for 2019-20 to £1,500 for 2020-21 for recommendation to the Finance Committee.

32. Formulate the General Purposes' Committee response to Full Council in regard to the Strategic Plan objectives:

The Clerk reminded Members that it had been agreed the Chairs of Committees would provide a suitable report for Full Council. It was noted the minutes had details of what had been discussed but a condensed report would need to be provided to the Clerk by early January for it to be included in the January Full Council papers.

33. Email from Rural Community Council of Essex (RCCE) regarding a request to include a 'booklet of local services' in HPC's Christmas Parcels:

A copy of the booklet was distributed to Members for review. Members unanimously **approved** the booklet be included in the Christmas parcels.

34. Christmas Lights Working Group:

a) Receive Notes of meeting held on 23rd September 2019:

The Clerk informed Members the new lights had been installed on the British Legion wall. The aim was to have the poppy illuminated for a few days to mark Remembrance Day; the whole set of lights would be turned on at the end of November for the Christmas period.

35. Youth Working Group (YWG):

a) Receive suggested revisions to current Terms of Reference (ToR) following meeting held on the 7th October 2019:

Chairman R Gardner went through the ToR section by section:

Section	Comments
1	Members felt that it would be beneficial to include the detail of the age range of the youth.
2	Members noted that Council already had a Strategic Plan and felt it was not practical that the YWG have their own plan, especially given they were not a Committee with any voting rights. It was noted the HPC Strategic Plan already included the youth. Cllr T Manyika, in his capacity as a YWG member, noted that the YWG were trying to break down the understanding of how HPC could accomplish its strategy/objectives when it came to the youth. Members agreed clear information on the YWG's objectives was required and these should be set out in the ToR. Members discussed the need to work with other groups when trying to reach HPC's objectives; it was noted newly formed groups such as the Social Media Working Group, GDPR and the Community Engagement Working Group could all work together and/or assist the YWG accordingly.
3	Members raised concerns about the context in which the section was written, noting Cllrs were not professionals in the field of Social Care. The Clerk noted the section had been included historically and felt it was more general and related to surveys. Cllr Mrs M Weir referred to Council's past efforts to assist the youth when they built a teen shelter before it was destroyed by arson, noting the youth involvement and inclusion of professional advisers at the time. Cllr T Manyika explained that he felt the YWG didn't intend to identify issues or offer advice to the youth, but instead intended to implement systems and/or structures within Council by engaging with professionals who could advise accordingly; he felt the purpose of the YWG was to help facilitate professional youth organisations.
4	Members felt it was important to include details about how the YWG would differentiate between grants. Members also felt it was prudent to be an advocate for external local grants such as the EALC Micro Grant, given the size of HPC's grant budget and its limitations.
5	Cllr M Strubel noted that the Police Commissioner offered grants in the cases of 'Proceeds of Crime'. Given the arson damage suffered in Magnolia Playground, he suggested it may be beneficial for the YWG to explore such options. Members had no further comments and approved the section.
6	Members had no comments and approved the section.
7	Members noted that the section did not include a quantity for members of the public. It was agreed the number should not exceed the number of Parish Cllrs at any time. Members also agreed it would be better to re-word the section to 'Members of the public may be invited to a YWG meeting, if required' and that they should have no voting rights; Cllr R Gardner quoted section 13.1 of the Local Government Act which stated voting rights were prohibited in this regard.
8	Members noted no minutes of the YWG had been received and therefore they lacked context and understanding of the group. Members also acknowledged that some of the YWG members had not been included both in the meetings and subsequent review of the meeting minutes/notes. The Clerk confirmed she had not received any minutes/notes and had contacted

	the YWG Chair to both ensure that those Members who had been omitted should be included going forward and to provide advice about how the preliminary meetings should be structured. Cllr Mrs M Weir requested it be noted that she had removed herself from the initial YWG meeting due to the chaotic way in which it had been run and that proper procedures had not been adhered to in relation to setting the ToR and deciding upon who was permitted to join that group; she requested it be recorded her decision to leave that meeting was not a personal attack on any individual. Cllr T Manyika felt there had been no intention to cause any upset and that the YWG were not suitably organised that evening and that they required further meetings to improve matters.
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Members unanimously agreed **not to approve** the ToR and that they be referred back to the YWG for review and be re-written accordingly. Members were in support of the YWG and agreed it was important that more clarity and specifics around the YWG's objectives be given. It was further agreed that it was important all Members of the YWG be included going forward.

b) Receive information on Essex Community Development (ECD) provided by Cllr T Manyika.

Cllr T Manyika explained that as HPC's Parish Cllrs did not have expertise in youth issues he felt it was important to involve professionals in this regard. He felt that while the YWG set its aims and objectives, a group such as the ECD may be able to assist and provide a clear picture of the possibilities and resources required in whatever the YWG were looking to propose. Members noted the information.

36. Community Engagement Working Group (CEWG):

a) Receive notes of meeting held on 14th October 2019

Members accepted the notes.

b) Receive draft ToR

Chairman R Gardner read out the six sections set out. There were no comments and Members **approved** the CEWG ToR.

37. Summary of Decisions:

- General Purposes budget for 2020-21 approved for recommendation to the Finance Committee.
- Youth budget for 2020-21 approved for recommendation to the Finance Committee.
- Chairman Gardner to prepare summary report for Strategic Plan in time for January's Full Council meeting.
- Booklet of local services approved for inclusion in Christmas parcels.
- YWG ToR not approved; to be referred back to YWG for revision.
- CEWG ToR approved.

The Chairman declared the meeting closed at 8:32pm

Chairman