

HORAM PARISH **COUNCIL**

ESCC AND WDC COUNCILLORS REPORTS AND COMMUNICATION AT PARISH COUNCIL MEETINGS POLICY

June 2024

1. Introduction

To help avoid any confusion and to ensure that ESCC and WDC Councillors are aware of the Parish Council's expectations of them, including at Parish Council meetings, this policy has been created for approval by the Parish Council.

2. Reports

The Clerk is responsible for the day-to-day management of the office in line with the Council's Standing Orders. They will be responsible for deciding whether a report from external councillors should be sent to Parish Councillors or not, in the same way that they review other correspondence received at the office.

The Parish Council is not party political and we do not feel that correspondence relating to a specific party or what a specific Councillor has been personally doing (unless it relates to issues for residents within the Parish Council area), needs to be sent to Parish Councillors. The Council is interested in items relating to what the external Council as a whole has been doing, i.e. WDC matters for WDC Cllrs and ESCC matters for ESCC Cllrs. The Parish Council is very conscious that all of the Parish Councillors are volunteers and that they already receive a large amount of paperwork from the office.

If the Clerk feels that the author of a report needs to amend or remove an item from a report, prior it being sent to Councillors, as it does not comply with the above, they will advise the author to give them the opportunity to amend the report so that it can then be sent to Councillors.

3. Full Council meetings

Verbal reports from external councillors should only be made at the Full Council meetings at the allocated agenda item. If there is more than 1 Councillor attending from a particular council we would ask that they don't duplicate what has already been said by their colleague. Also, that their report be no more than 3 minutes long and that they be available to answer questions from Councillors, although we do appreciate that sometimes they may need to go back to their Council to obtain an answer.

We would prefer to receive a written report prior to the meeting that Parish Councillors can then ask questions of the relevant WDC/ESCC Councillor.