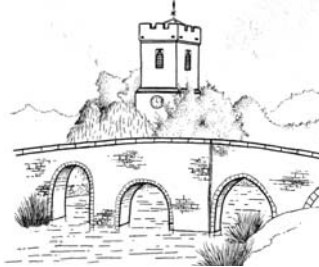


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



BIDFORD-ON-AVON PARISH COUNCIL

POLICY FOR MAKING DECISIONS OUTSIDE A FORMAL MEETING

This Policy, was drawn up to ensure that, in the event Council is required to make a decision, as stipulated in Point 1, there is an approved Policy in place. It is not the intention of this Policy to encourage decision making outside a formal meeting.

1. When and why should this meeting take place

The decision to call a meeting outside a Parish Council meeting is to be taken by the Clerk in consultation with the Chairman and, in his/her absence, the Vice Chairman.

The reasons to call a meeting shall be:

- i. A decision must be made by Council before its next meeting which, if not taken, can be detrimental to the Council.
- ii. If clarification is sought following a decision by Council at a previous meeting, such as a third party challenging an interpretation made by the Clerk as to what was meant by Council. It is to cover this eventuality that the Chairman of the relevant Strategic Working Group be part of the membership of this Committee

2. Membership

It should consist of 4 councillors to ensure the decision is quorate.

- i. Chairman of the Council and, in his/her absence, the Vice Chairman
- ii. Chairman of the relevant Strategic Working Group
- iii. 2 other Councillors

The Committee has delegated powers to make a decision which must be reported to full Council at the next Parish Council Meeting, giving details of why the meeting was called; the issues discussed; how the decision was reached

3. Meeting

This should take place at a convenient time for all 4 councillors and Clerk. In the event that one member is unavailable to attend, it has been agreed that a “conference call style” meeting should take place, making use of Skype, FaceTime or Whatsapp to ensure all views are duly considered.

It has been agreed not to conduct the meeting by email as this can be time consuming and can be subject to misunderstandings.

**APPROVED BY BIDFORD-ON-AVON PARISH COUNCIL AT ITS MEETING OF 31ST
JULY 2017**