

Enquiries regarding this Agenda:  
David Long (01284) 757120

## ***Rural Area Working Party***

***Monday 27 January 2014 at 5.00 pm  
in Room GFR14, West Suffolk House,  
Western Way, Bury St Edmunds***

**CONSTITUTION:** *Chairman: Councillor J Thorndyke  
Vice-Chairman: Councillor Mrs S O Broughton*

**FULL MEMBERS:**

<u><i>Conservative Members (8)</i></u>	<u><i>Independent Group Member (1)</i></u>	<u><i>Labour Member (1)</i></u>
<i>Mrs Broughton Clifton-Brown Pugh Ray Mrs Rushen Stevens Thorndyke Mrs Wade</i>	<i>Redhead</i>	<i>VACANCY</i>

**SUBSTITUTES:**

<u><i>Conservative Members (3)</i></u>	<u><i>Independent Group Member (1)</i></u>	<u><i>Labour Member (1)</i></u>
<i>Mrs R V Hopfensperger Houlder Mrs D A Whittaker</i>	<i>Nettleton</i>	<i>VACANCY</i>

**QUORUM:** *Four Members*

***Please switch off mobile communication  
devices during the meeting, unless  
exceptional circumstances require  
otherwise.***

# ***Agenda***

## **Procedural Matters**

### **1. Substitutes**

Any Member who is substituting for another Member should so indicate together with the name of the relevant absent Member.

### **2. Apologies for absence**

### **3. Minutes**

To confirm the minutes of the meeting held on 29 July 2013 (attached). **(Page 1)**

### **4. Declarations of interests**

Members are reminded of their responsibility to declare any pecuniary or local non-pecuniary interest which they have in any item of business on the agenda no later than when that item is reached and, when appropriate, to leave the meeting prior to discussion and voting on the item.

## **Part 1 – Public**

### **5. Parish Conference**

Report **E248** attached. **(Page 5)**

### **6. Informal Parish and Town Council Liaison Group**

Attached to this agenda as paper **E249 (page 11)** are the unconfirmed action notes (including terms of reference) from the first meeting of this group which was formed following the Parish Conference in October. It was agreed at the meeting that the actions should be reported to this Working Party both to keep Councillors informed and to allow any issues requiring formal decision making to be progressed. Councillors will see that a second meeting is being arranged in February to allow the Parish representatives to work together on developing a shared template to request quotations which could then be made available to all Parish and Town Councils should they wish to use it. The informal group will also have the opportunity to comment on the agenda for the next Parish Conference following the steer being provided by the Working Party.

**7. Families and Communities Strategy and Locality Working**

Following the adoption of the strategy by Council in December, the Portfolio Holder for Rural Affairs has requested that prior to the round of Annual Parish Meetings which take place from March to May a briefing note is provided to all members in a form which can be used at the AGMs to explain the new role of the Locality Officer. Contact details of the relevant officer for the parish will be included so Parish Clerks and Councillors can use the Locality Officer as a point of contact if they are unclear where to direct an enquiry within the Council. The Portfolio Holder also pointed out the value of Parish Magazines in spreading awareness of the role of Locality Officers.

**8. Date of Next Meeting**

The Working Party has agreed Wednesday 26 March 2014 as the date of the next meeting. The meeting to commence at 5.00 pm.

**Part 2 – Private**

**NONE**