

Minutes of an Extraordinary Meeting of Little Chalfont Parish Council
Tuesday 22 March 2011
Village Hall, Cokes Lane, Little Chalfont at 8pm

Present: Cllr M Dale; Cllr B Drew (Chairman); Cllr L Hunt; Cllr C Ingham; Cllr P Martin and Cllr V Patel.

In Attendance: Mrs J Mason (Clerk)

1. **Apologies for absence:** These were received from Cllr M Dear.
2. **Minutes of previous meeting** – deferred until 13 April 2011 meeting
3. **Proposal to suspend standing orders enabling members of the public to speak:** None present.
4. **Declarations of interest:** None.
5. **Governance and Accountability:** All relevant papers had been circulated to the Council prior to the meeting and following detailed discussion were approved as follows: (i) Updated risk assessment – agreed (ii) Updated standing orders – the revisions suggested by the Clerk and those set out in Cllr Drew’s 20 March e-mail were agreed. In addition, it was agreed that terms of reference for working parties, the hall management committee and the planning committee should be appended to the document. The draft terms of reference for the planning committee were agreed, to include amendments suggested by Cllr Ingham. (iii) The schedule of clause 137 payments made during the financial year 2010/11 was received and agreed subject to any amendments that the Clerk might have to include when finalising the year end accounts.
6. **Date of next meeting:** Wednesday 13 April 2011 at approximately 8.30pm to follow the Planning Committee Meeting which starts at 7.30pm. Both meetings will be in the Village Hall.

Signed.....

Date.....

JEM 23/3/2011