

<h1>MINUTES</h1>	MEETING:	RMBC and Local Councils Joint Working Group
	DATE:	09.11.22, 5.00pm-6.00pm
	VENUE:	Microsoft Teams
	CHAIR:	Cllr Sarah Allen
	MINUTE TAKER:	Catherine Oxtoby
In Attendance		
Cllr. Sarah Allen	RMBC, Deputy Leader and Cabinet Member for Neighbourhoods	
Catherine Oxtoby	RMBC, Parish Council Liaison Officer	
Malcolm Brown	Bramley PC	
Mick Elliott	Aston cum Aughton PC	
Rebecca Thompson	Hellaby PC	
Rebecca Jupp	Ravenfield PC	
Dave Smith	Dinnington St Johns TC	
Kate Butler	Aston cum Aughton PC	
Apologies		
Alan Buckley	Brinsworth PC	
Clive Jepson	Anston PC	
Richard Swann	Woodsetts PC	
Item	Subject / Discussion	Action
1.	<p>Welcome & Introductions</p> <p>SA welcomed all to the meeting, all participants were asked to introduce themselves.</p> <p>SA then explained that due to a lack of attendance at the last meeting it was decided to try a face to face meeting prior to the Network Meeting to see if that improved attendance.</p>	
2.	<p>Joint Working Group Elections</p> <p>SA confirmed that we had successfully recruited 3 new members to the Joint Working Group. Malcolm Brown and Rebecca Thompson were in attendance and formally welcomed by all.</p>	
3.	<p>Notes from Last Meeting</p> <p>SA went through the actions from the last meeting -</p> <ul style="list-style-type: none"> • CO to contact PC Clerks to request introductory information for new webpages - Done • JWG members to forward telephone numbers to CO – Most received CO to chase outstanding numbers • Members to contact SA with queries for Tim Archer – Done • CO to contact Mike Thomas to request he contact Clive Jepson – Done 	CO

	<ul style="list-style-type: none"> • SA and MH have looked at KPI's and will be speaking to appropriate Officers. • Rotherham Data Hub training to be added to training plan – Done • CO to send e-mail to Clerks with details about accessing Team Training Recording Group – Done 	SA/MH
4.	<p>Cost of Living – a Warm Welcome To support residents during the cost of living crisis a wide range of support across council directorates is being offered including financial and other support (Housing and Energy Efficiency, Financial Inclusion, Crisis Food, Family Support, etc). This information has been consolidated into one place on the RMBC website, Money and debt advice – Rotherham Metropolitan Borough Council.</p> <p>Warm Welcome is culture / tourism and leisure sites that are either developing or have developed plans for enhancing their offers over the winter months to offer a Warm Welcome to residents who may want to stay in a warm space. Currently most Rotherham Libraries are offering this service. Other areas being looked at include Leisure Centres. Some churches, Parish Councils, Community Buildings and VCS organisations are also offering a service.</p> <p>Sally Jenks is working with partners to collect case studies on impacts of cost of living and successful support interventions, please feel free to share any you have.</p> <p>In addition to the above the Humanitarian Group is also looking at Cost of Living. Ben Anderson from Public Health is leading on pulling all information together. SA has requested this information be shared.</p> <p>KB stated that Aston cum Aughton have set up various Warm Hub's, is it possible these can be advertised in the relevant Ward Briefing. SA stated that they can and she would encourage PC's to share all news with their Neighbourhood Co-ordinator.</p> <p>RJ has recently started working with Co-op and they are looking for venues to set up Community Fridges, RJ is not sure who to contact.</p> <p>ACTION – CO to contact RJ with details for Food in Crisis Partnership and Humanitarian Group.</p>	CO
5.	<p>Websites</p> <p><u>Rotherham Council Webforms</u> Parish Councils with queries/issues are asked to report/contact the Borough Council via webforms on the Council website. We have had several reports that these are not being dealt with as quickly as they should. MH and CO have recently met with Customer Services to determine what can be done to improve response times. CO is working with Charlotte Cheetham to develop a questionnaire that will be sent out to Parish Council Clerks for completion. This will identify which departments are currently meeting targets and which are not. Work can then be done with departments that aren't to determine why and improve response times.</p> <p><u>Parish Council Websites</u> Rotherham Council currently host and maintain 6 Parish Council websites. Unfortunately, the team that maintain these sites is under increasing pressure and this is resulting in delays updating</p>	

	<p>It is unlikely that this situation is going to improve so CO is working with John Kelly to look at alternative ideas. It has been suggested that Rotherham Council stop hosting and instead work with Parish Council's to set up new websites that they have full control off.</p> <p>RT stated that originally Parish Councils paid Rotherham Council to set up the websites so would not be happy to have to pay again. ACTION: CO to discuss further with John Kelly prior to contacting Parish Councils currently hosted by the Borough Council.</p> <p><u>Improvements to RMBC's Parish Council webpages</u> In the process of creating a draft page, once this has been finalised it will be sent out to Parish Council's for their comments. ACTION: CO to e-mail to Clerks once draft is complete.</p> <p>RT and KB stated that there are still issues with the Rotherham Council website. The link to Bramley Parish Council is still not correct and the old clerk is still listed for Bramley. ACTION: CO to check website for errors and send requests for changes where needed.</p>	<p>CO</p> <p>CO</p> <p>CO</p>
<p>6.</p>	<p>Training Update</p> <p>There are currently 3 items on the training programme for next year. These will be arranged and an updated timetable sent out. ACTION: Members to forward ideas for future training to CO.</p>	<p>All</p>
<p>7.</p>	<p>Frequency & future dates for JWG and Network Meetings</p> <p>SA stated that as previously mentioned attendance at JWG meetings has been very poor lately. Discussion was held regarding changing dates and times of future JWG and Network meetings.</p> <p>It was agreed that future Network Meetings would be held during the day rather than the evening. The JWG meetings will be reduced to 4 meetings per year rather than 8, the Terms of Reference will be altered to reflect this change. Future JWG meetings will be held face to face prior to the Network Meeting.</p> <p>ACTION: CO to update ToR and distribute for approval. ACTION: CO to plan future meetings so they do not clash with Parish Council or YLCA meetings where possible. ACTION: CO to send out dates and times for future JWG and Network Meetings.</p>	<p>CO</p> <p>CO</p> <p>CO</p>
<p>8.</p>	<p>Future Agenda Items for JWG and Network Meetings</p> <p>The forward plans for both JWG and Network Meetings are currently very sparse. Ideas are sought for both going forward. Suggestions included:-</p> <p>Partnership Working – Neighbouring Parish Councils are encouraged to meet and work together on projects. MB stated that partnership working is very beneficial. RT is the Clerk for Bramley and Hellaby and this has improved relations between the Parish Councils and ensures that events etc do not clash.</p>	

	<p>Coronation – Although no information has been released from London yet it would be useful to discuss plans for the Coronation. KB has details for a company that sell Beacons. ACTION: KB to forward information relating to Beacons to CO for distribution.</p> <p>Climate Change – This is on the agenda of most Parish Councils. CO confirmed that the Ecologist was due to start late October/early November. Will be invited to a future JWG meeting with her action plan to see where Parish Councils fit into it and the best format for discussion with all Parish Councils. ACTION: CO to update forward plan. ACTION: CO to determine if Ecologist has started and invite to future meeting.</p>	<p>KB/CO</p> <p>CO CO</p>
<p>6.</p>	<p>AOB The Locum Clerk for Anston is the Executive Officer of BRAMM (British Register of Accredited Memorial Masons), she has offered to deliver some information about Memorial Safety. It was agreed that this would be a good idea for a future Network Meeting. ACTION: CO to add to forward plan.</p>	<p>CO</p>
<p>10.</p>	<p>Date and time of the next meeting 9.45 – 11.15 on Tuesday 21st February at Letwell Parish Hall.</p>	