

# MARKET LAVINGTON PARISH COUNCIL

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5<sup>th</sup> June 2025

## To Councillors:

Fred Davis; Di Fraser; Ian Macqueen; Suzanne Morrison; Duncan Poole; Jay Roberts; Chloe Stevens; Laura Turner-Scott.

You are hereby **invited** to attend a **Meeting** of the **Governance & Management Advisory Group** of Market Lavington Parish Council to be held at the **Old School, Church Street**, Market Lavington on **Tuesday 10<sup>th</sup> June 2025 at 7.15pm** for the purpose of transacting the business detailed below.



Tanya West  
Parish Clerk & RFO



For councillors unable to attend the meeting in person, and for members of the public wishing to observe the meeting or to raise a question/speak during the public session, you may join the meeting online via a computer or mobile device. The hyperlink and details are listed below.

## Governance & Management Advisory Group Meeting

10 June 2025

19:15 - 20:30 (GMT)

Meeting link: [Governance & Management Advisory Group Meeting | Microsoft Teams | Meetup-Join](#)

We kindly ask that you please join the meeting 5 minutes early so then we can resolve any access issues before the meeting starts [please telephone 07770 679697 if you have problems accessing the meeting].

[Click here to learn how to join a meeting via a computer or mobile device.](#)

## AGENDA

### Meeting of the Governance & Management Advisory Group

7.15pm

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made.

Item for Discussion	
<b>G&amp;M-001</b>	<b>Election of Chair</b> To elect a Chair of the Governance & Management Advisory Group (GAMAG) for the Council year 2025-26.
<b>G&amp;M-002</b>	<b>Attendance and Apologies for Absence</b> To confirm attendance and receive any apologies for absence.
<b>G&amp;M-003</b>	<b>Declarations of Interest</b> To receive declarations of interest or potential conflicts of interest in respect of matters contained in this agenda.
<b>G&amp;M-004</b>	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> Opportunity for councillors to hear questions or comments sent in by the public on agenda matters, or for public participation.
<b>G&amp;M-005</b>	<b>Council Organisation Chart</b> To review the Council organisation chart identifying committees, groups, outside bodies, partnership working to identify any anomalies and to confirm if all areas have been captured correctly.

<b>G&amp;M-006</b>	<b>Terms of Reference</b>
To review the draft Terms of Reference for the Governance & Management Advisory Group and make any suggested amendments in readiness for adoption at the June Full Council meeting.	
<b>G&amp;M-007</b>	<b>Policies and Governance Documents</b>
a) To review the list of current policies by the Parish Council along alongside a report prepared by Cllr Stevens regarding things requiring updating. b) To identify any policies or governance documents that should be included/added to the above list. c) To establish a priority order for undertaking a full detailed review of all the policy documents throughout the council year. d) To review the proposed calendar/schedule of meetings for the remainder of the Council year.	
<b>G&amp;M-008</b>	<b>Other Governance &amp; Management Matters</b>
To consider the following items and make recommendations for approval at the next Full Council meeting:	
a) <b>Strategic Planning</b> – To explore strategic planning approaches for MLPC, including the integration of policies, budget setting, project planning, and long-term objectives. b) <b>Training</b> – To review available training opportunities (e.g. WALC offerings and Council Culture/Civility & Respect training), and to consider the development of a Councillor Training Policy and associated processes. c) <b>Representation on Outside Bodies</b> – To review MLPC’s current representation on external organisations and partnerships, and consider arrangements for effective liaison and reporting mechanisms. d) <b>Councillor Website Profiles</b> – To review and update members’ profiles on the MLPC website to ensure current and accurate information. e) <b>Civility &amp; Respect Pledge</b> – To receive an update following MLPC’s formal adoption of the pledge at the May Full Council meeting, and discuss next steps. f) <b>Meeting Documentation &amp; IT Systems</b> – To receive an update on the use of shared folders for meeting documents, and to consider potential upgrades or changes to document management software, including associated budget implications. g) <b>Community Engagement Newsletter</b> – To receive an update on the Summer edition and discuss proposals for future editions and scheduling.	
<b>G&amp;M-009</b>	<b>Items for next agenda</b>
Opportunity for Councillors to identify any matters to be included on the agenda for the next meeting.	
<b>G&amp;M-010</b>	<b>Adjournment for Public Participation (maximum of 5 minutes)</b>
Opportunity for councillors to hear questions or comments sent in by the public on non-agenda matters, or for public participation.	
<b>G&amp;M-011</b>	<b>Date and Time of Next Meeting</b>
To determine future meeting dates of the GAMAG.	
The next meeting of the Full Council is scheduled to be held on Tuesday 17 <sup>th</sup> June 2025 at 7.15pm at the Old School.	