



STRADBROKE MONTHLY REPORT

The Clerk has produced this report to answer a number of questions raised in an email sent by Councillor Gillian Rennie-Dunkerley following the decision by the Clerk not to accept a motion submitted.

A. Motion submitted by Gillian Rennie-Dunkerley on 31st July 2019

The following motion was submitted to the Clerk for inclusion on the agenda for the August 2019 meeting.

"Councillors to review a proposal that the voting for councillors on PC committees and associated groups is concluded by this action being taken for the representatives from the PC on the Stradbroke Monthly magazine governance team"

The motion was rejected by the Clerk with the following explanation:

"The Stradbroke Monthly Governance Board has adopted terms of reference which include guidance on the appointment of members. The membership is by invitation of the board and is reviewed on an annual basis, currently there are no vacancies on the board. Therefore, I cannot accept your second motion as the parish council has no authority over the Governance Board membership."

B. Email sent from Gillian Rennie-Dunkerley to the Clerk on 3rd August 2019.

It is easier to answer the points raised in the email individually - quotes from the email are in *italics* below.

1. *I am somewhat confused here so can I suggest that a clear explanation regarding the history and current situation of Stradbroke Monthly is given at the August meeting to clarify everything for all councillors.*
 - A clear explanation regarding the history of the Stradbroke Monthly is not possible in this document; the Monthly was first published in 1980 and a history of nearly 40 years would take some time to prepare. A 9 page History of the Monthly is appended to the Minutes of the June 2015 Parish Council meeting; copies can be circulated if required.
 - A clear explanation of the current situation is: a Governance Board was established in 2015 and meets when required. The original motion and guidelines were reviewed and used to form the basis of a Terms of Reference for the Governance Board; this is the document it operates under in 2019.

The Terms of Reference were agreed unanimously by the Governance Board.

2. *This could include any financial effects given to the magazine, a private enterprise.*

- The motion agreed by the parish council in July 2015 states: “On establishment of the Board and the Parish Council Magazine Account, a suitable working balance, agreed by the Editors and the Parish Council should be transferred into that account”.

When the separate Stradbroke Monthly bank account was established, the balance transferred into the account by the Parish Council was **zero**.

Therefore, there were no “financial effects” given to the Stradbroke Monthly.

- The Terms of Reference for the Governance Board state that the Board was established to, amongst other things: **“Report issues and present annual accounts to the Annual Parish Meeting”**. The Stradbroke Monthly was one of two village groups to make available their accounts to view at the Annual Parish Meeting in May 2019, alongside those of the Parish Council.
- It is unclear what is meant by “a private enterprise”; the Terms of Reference for the Governance Board state: **“The Stradbroke Monthly Magazine belongs to, and is produced for, the people of Stradbroke.”**

3. *Looking back over PC records the Governance Board was set up by the PC with the original terms of reference (see below [point 4 in red]) so surely the council should approve any changes. It does not appear this has happened.*

- The **initial** membership of the Governance Board was agreed by the Parish Council and the Editors, as per the original motion: “Initial membership to be agreed between the Parish Council and the Editors with provision made for appointment of new members.”
- The current approved Terms of Reference for the Governance Board state:

Composition of the Governance Board

- The Governance Board will review its membership on an annual basis.
- The Governance Board will appoint its members by majority vote.
- The Governance Board membership will consist of no more than 2 Parish Councillors and no more than 2 Editors at any one time.

There is no mention that parish councillors must be nominated by the parish council; there is purely a limit on how many members of the Board can also be parish councillors.

A full copy of the Terms of Reference for the Governance Board is included on page 4 of this report.

4. Unfortunately, the agendas for 2015 have been removed from the PC website but I have found a copy of the relevant one:

From the PC agenda for July 2015:

15.11 Magazine

The following motion to be voted on was received by the Proper Officer on Friday, July 3rd 2015 in accordance with Standing Order 9b of Stradbroke Parish Council's Standing Orders as agreed unanimously at the Annual meeting of the Parish Council held on 18 May 2015 (Standing Order 9b is not mandatory):

It is proposed that a Magazine Committee/Working Party/Governance Body be established comprising defined representatives from the Parish Council, Editorial and Distribution Teams and the village.

- The parish council website was established in 2017. The agendas for 2015 were never uploaded to the parish council website; therefore the statement that they have been removed is false and should be withdrawn.
- The motion on the agenda referenced is not the motion read to Councillors during the course of the meeting held in July 2015.
- The motion read to, and agreed by, councillors at the July 2015 meeting can be found on pages 5 & 6 of this report.

5. I have also checked with the magazine website where it states that the governance board is made up of personnel as above including 'two Parish Councillors'.

This statement is correct, 2 of the members are also Parish Councillors. This reflects the Terms of Reference as per point 3 above.

6. It, therefore, appears relevant that my original request for a vote to be taken on who these are should stand for the August meeting to conclude the voting procedure for PC committees and representation.

The Terms of Reference mentioned in point 3 show that the Governance Board appoints its own members. The Terms of Reference allow two of its members to also be Parish Councillors. However, it should be noted that if one of the other members of the Board were to become a Parish Councillor, then one of the three would have to resign their position on the Governance Board.

A full copy of the email received from Councillor Rennie-Dunkerley is included at the end of this report for reference.



STRADBROKE MONTHLY GOVERNANCE BOARD

TERMS OF REFERENCE

Statement

The Stradbroke Monthly Magazine belongs to, and is produced for, the people of Stradbroke.

Principles

The Governance Board was established on behalf of the village to:

- Set the strategic direction for the Stradbroke Monthly
- Make the strategic decisions about the Stradbroke Monthly including financial decisions.
- Determine any complaints about decisions of the Editors and publish their decisions (complaints may be made to the board only once the Editors have responded and the complainant remains dissatisfied)
- Report issues and present annual accounts to the Annual Parish Meeting.
- The Governance Board is responsible for ensuring that the magazine continues to operate without the need of additional routine Parish Council funding.

Editorial Decisions

- The Governance Board does not make editorial decisions about the magazine.
- Editorial decisions are the job of the Editors who will be accountable to the Governance Board for their decisions.
- The Governance Board has an adopted complaints procedure.

Composition of the Governance Board

- The Governance Board will review its membership on an annual basis.
- The Governance Board will appoint its members by majority vote.
- The Governance Board membership will consist of no more than 2 Parish Councillors and no more than 2 Editors at any one time.

Working arrangements

- An annual review of the terms of reference, complaints procedure and working arrangements will take place.
- The Governance Board will meet as it deems necessary.
- Agreed minutes are available on request from the Governance Board.
- Decisions of the Governance Board in respect of complaints will be published in full on the Stradbroke Monthly website and as the Governance Board may determine, in the magazine itself.
- The revenue from magazine advertising is to be collected by the Stradbroke Monthly clerk and all expenses for its production are to be paid for by the Stradbroke Monthly clerk.

The Stradbroke Monthly

Statement

The Stradbroke Monthly Magazine belongs to and is produced for the people of Stradbroke.

The Parish Council and the Editors are equal partners but there are other stakeholders such as distributors, advertisers, and those who contribute information, articles and features. It is a co-operative enterprise of the whole village and should be recognised as such.

STRADBROKE MONTHLY GOVERNANCE BOARD PROPOSAL

Principles

The Governance Board is established on behalf of the **Village** to:

- Set the Strategic direction for the Stradbroke Monthly
- Make strategic decisions about the Stradbroke Monthly including financial decisions
- Determine any complaints about decisions of the Editors and publish their decisions (complaints may be made to the board only once the editors have responded and the complainant remains dissatisfied.)
- Report issues and present the annual accounts to the Annual Parish Meeting.
- The Governance Board is responsible for ensuring that the magazine continues to operate without the need of additional, routine Parish Council funding.

The Board does not make editorial decisions about the magazine.

That is the job of the Editors who will be accountable to the Board for their decisions. The Board will hear any unresolved complaints about the magazine. The Board should adopt a complaints policy for this purpose.

Composition of the Governance Board

The detailed composition is to be agreed between the parties and it should represent three broadly equal stakeholder groups

- Stradbroke Parish Council
- Stradbroke Monthly Editorial and Distribution Team
- Independent members (who are not parish councillors, editorial or

- distribution team members or close relatives of either or have a potential conflict of interest in relation to other village media)
- An independent member shall Chair the body

Initial membership to be agreed between the Parish Council and the Editors with provision made for appointment of new members.

Working Arrangements

The Governance Board should meet at least quarterly.

Agendas and Minutes will be published on the Stradbroke Monthly website. Decisions of the Board in respect of complaints will be published in full on the Stradbroke Monthly website and as the Board may determine, in the magazine itself.

Unless the Governance Board agrees otherwise with the Parish Council, money for the magazine will continue to be handled by the Parish Council who will establish a new bank account for this purpose. The revenue from magazine advertising is to be collected through the Parish Clerk and all expenses for its production are to be paid for by the Parish Clerk. The Governance Board will agree with the Parish Council any charges, which have been incurred by the Parish Council in relation to keeping the accounts or for any work carried out on behalf of the magazine by its employees (normally the Clerk).

A statement of income and expenditure on that account is to be issued by the Clerk to the Governance Board every quarter.

The Parish Council will approve payment decisions authorised by the Board at the following monthly meeting.

On establishment of the Board and the Parish Council Magazine Account, a suitable working balance, agreed by the Editors and the Parish Council should be transferred into that account.

Gillian Rennie-Dunkerley

Sat 2019-08-03 14:46

To: odile Wladon

Cc: James Hargrave, don darling; Stuart Gemmill; Jeremy Fox; Dennis Merritt; Peter Smith; Pam Cane; Antoinette Wisbey; Maureen John; Velda Lummis; Kamal Ivory; K Edwards

Dear Odile

I am somewhat confused here so can I suggest that a clear explanation regarding the history and current situation of Stradbroke Monthly is given at the August meeting to clarify everything for all councillors. This could include any financial effects given to the magazine, a private enterprise . Looking back over PC records the Governance Board was set up by the PC with the original terms of reference (see below) so surely the council should approve any changes. It does not appear this has happened. Unfortunately, the agendas for 2015 have been removed from the PC website but I have found a copy of the relevant one:

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I have also checked with the magazine website where it states that the governance board is made up of personnel as above including 'two Parish Councillors'.

It, therefore, appears relevant that my original request for a vote to be taken on who these are should stand for the August meeting to conclude the voting procedure for PC committees and representation.

Kind Regards

Gillian