



DAWLISH TOWN COUNCIL

MINUTES

Minutes of the Meeting of the Town Council held at The Manor House, Old Town Street, Dawlish on Wednesday 7th JULY 2010

Present:

Cllr. Mrs. H. Humphries (Town Mayor)
Cllr. G. Price (Deputy Town Mayor)
Cllr. H. Clemens
Cllr. W. Protheroe
Cllr. Mrs. J. Bush
Cllr. Mrs. P. Bloomfield
Cllr. Mrs. J. Garland
Cllr. F. Tullis
Cllr. E. Hockin
Cllr. Mrs. M. Mugford
Cllr. A. Turpin
Cllr. Mrs. H. Wills
Cllr. G. Wills
Cllr. D. Collins

In attendance:

Mr. John Winchester, Town Clerk
together with: PC K Parsons, Devon & Cornwall Police,
The Revd. Roger Whitehead and 8 members of the public.

Declarations of Interest

No declarations of interest were made by Members present regarding items on the Agenda.

Urgent items

There were no items requiring urgent attention

Public Participation

Mrs. C. Ballard, a local elector, addressed Members present as the Chairman of 'Trail' and on behalf of that organisation stated regret for the misunderstanding regarding permissions to erect statues throughout the Lawn, Manor gardens and other areas of the parish. Mrs. Ballard then gave a short resume of the benefits to the parish and neighbouring parishes from the Trail exhibits.

Prayers were led by the Rev. R. Whitehead

The meeting was opened by Cllr. Mrs. Helen Humphries, Town Mayor, at 7.08 pm.

34. *Apologies*

Members present received apologies from the following Councillors:

- Cllr. Mrs. R. Prowse who was attending the Devon Towns Forum Annual General Meeting on behalf of the West Exe Parish Cluster of parish councils
- Cllr. Mrs. C. Payne who had a family commitment and was unable to attend

RESOLVED unanimously by the Members present and voting that the apologies be accepted by the Council.

35. *Presentation by Mr S Haigh of the Fair Trade Foundation*

A Fair Trade status certificate was presented to the Town Mayor, Cllr. Mrs. H. Humphries by Mr. S. Haigh of the Fair Trade Foundation for the people of Dawlish in recognition of the town maintaining Fair Trade status.

36. *Presentation – local radio station*

Members received a presentation from a local elector, Mr. I. Birdsey, regarding a community radio station with a view to this becoming a Youth Council project.

Mr. Birdsey was encouraged by Councillors to put a business case to the appropriate Committee of the Council for consideration.

37. *Area Policing Report*

PC K. Parsons, Devon and Cornwall Police Beat Manager for Dawlish, informed Members present that the last three months' crime figures compared to 2009 are that burglary is up by 33%. To put this in

context, there were three burglaries in the corresponding three months last year and four this year.

Other statistics are that robbery was down 50%, vehicle crime down 47% and reports of anti-social behaviour were down by 37%. Crime figures overall have decreased in the corresponding period of last year by 44%.

PC Parsons further stated that the new Beat Manager for Dawlish would be PC Ray Facey, who was currently off sick with an Achilles tendon injury and the parish would be looked after in his absence by the PCSOs Gary Cairns and Chris Say. Sgt. Russ Dawe would supervise from Teignmouth.

38. *Minutes of Committee for adoption*

Members present received the following Minutes of Committees for adoption by the authority:

Planning Committee – 1st June and 15th June 2010

RESOLVED unanimously by the Members present and voting that this Council adopt the minutes of the Planning Committee meetings held on *1st June and 15th June 2010* which had been approved by that Committee and signed by its Chairman, as a true record of the meetings.

Finance and General Purposes Committee – 15th April and 20th May 2010

RESOLVED unanimously by the Members present and voting that this Council adopt the minutes of the Finance and General Purposes Committee meetings held on *15th April and 20th May 2010* which had been approved by that Committee and signed by its Chairman, as a true record of the meetings.

Civic Amenities Committee – 28th April and 26th May 2010

RESOLVED unanimously by the Members present and voting that this Council adopt the minutes of the Civic Amenities Committee meetings held on *28th April and 26th May 2010* which had been approved by that Committee and signed by its Chairman, as a true record of the meetings.

39. *Minutes of Town Council meetings*

Members present received the minutes of Dawlish Town Council meetings:

- *Dawlish Town Council - 2nd June 2010*

RESOLVED unanimously by the Members present and voting that the minutes of

- *Dawlish Town Council - 2nd June 2010*

are approved and should be signed by the Town Mayor as a true record of the meeting and be adopted by this authority.

40. *Mayors Announcements*

The Town Mayor's written report can be seen at [\(TC40.\)](#)

41. *County Councillor's Report*

Cllr. J. Clatworthy informed Members present that the Minutes of the Town Council for the 2nd June 2010 stated that there had been an overspend by the County Council of £53,000. Cllr. Clatworthy requested that the current minutes show that this was in fact an underspend of £53,000.

Exeter Unitary bid had been judged to be unlawful and thirteen Councillors had lost their seat on the Council as an effect.

Cllr. Clatworthy also informed Members that there would be at least 25% cuts in funding over the next few years. The good news was that the sky park and science park had now received planning permissions and it was expected that, in all, 10,000 jobs would be created: 3,000 in the science park and 7,000 in the sky park. He went on to give Members a brief description of the land for the sky park and that Government had abolished the Regional Spatial Strategy and, most recently, he had investigated the amount of Police precept paid by the parish in order to determine whether or not the Police shop at Brunswick Place was value for money.

42. *District Councillors' Reports*

Written reports were submitted by the following Councillors:

Cllr. Mrs. M. Mugford, which can be seen at [TC42a](#)

Cllr. E. Hockin, which can be seen at [TC42b](#)

Cllr. Mrs. R. Prowse, which can be seen at [TC42c](#)

Verbal reports were given by the following Councillors:

Cllr. G. Price informed Members present that he had attended an Army Presentation Team meeting at Torquay, a meeting of the Overview and Scrutiny Committee at the District Council and the Executive.

Cllr. H. Clemens informed Members present that he had attended ten meetings of the District Council since the last meeting of this Council and seven of those had been Development Control, two meetings of the Overview and Scrutiny Committee and a full Council meeting.

43. *Town Councillors Reports*

Written reports were submitted by the following Councillors:

Cllr. Mrs. P Bloomfield which can be seen at [TC43a](#)

Verbal reports of Town Councillors who have attended meetings of other organisations or agencies as the Town Council's representative were as follows:

Cllr. A. Turpin informed Members present that the Dawlish Transition Town ambition would be led by the Community College and an inaugural meeting would be held at the at The Manor House on 28th September 2010.

Cllr. Mrs. J. Bush informed Members present that she had attended meetings of the Arts Festival and Armed Forces Day.

Cllr. H. Clemens informed Members present that he had attended a meeting of Holcombe Residents' Association and the Holcombe Village Hall Committee.

Cllr. F. Tullis informed Members present that she had attended a meeting of the West Exe Parish Cluster and more recently, a meeting of the Exe Estuary Partnership Management Group where much of the

discussion had been about sand replenishment at Dawlish Warren beach. She had also attended a meeting of Open Daw.

Cllr. D. Collins informed Members present that he had attended Dawlish Air Show and Carnival Committee meetings and informed Members present that Dawlish Carnival will go ahead this year.

Cllr. Mrs. J. Garland informed Members present that she had attended meetings of Dawlish Arts Festival, Open Daw, the Volunteer Centre's AGM, a meeting at 'The Hole in the Wall' centre and Armed Forces Day.

Cllr. W. Protheroe informed Members present that he had a Citizens Advice Bureau Board Meeting.

Cllr. Mrs. H. Wills informed Members present that she had attended a meeting of the Chamber of Trade on the 15th June where there had been lots of new enthusiasm for the new organization and lots of hope for the future.

Cllr. G. Wills informed Members present that he had attended the AGM of Dawlish Community Trust where the Chairman and other Officers had been re-elected for a further year and the Trust would operate with the same Committee. They had received £5,000 in funding to achieve their aims. Cllr. Wills further stated that he thought the role of Dawlish Community Trust was changing.

Cllr. G. Price informed Members present that he had attended the Exeter Recorder Orchestra Concert at the United Reformed Church, Armed Forces Day, Dawlish Arts Festival events, Open Daw's 5th anniversary celebrations, Year 9 presentations at Dawlish Community College and tea at Sefton Hall.

44. *Devon County Council - Part night-time lighting policy*

Members present received a letter, plans and policy document from Devon County Council regarding a policy for switching off street lighting in the parish.

RESOLVED unanimously by the Members present and voting that this Council would form a Working Group, facilitated by the Town Council's Administration Officer, which would meet, draw up plans for

part night-time lighting throughout the parish which could then be submitted to the County Council for consideration after a meeting of Dawlish Town Council on 6th October 2010.

The Working Group to consist of:

- Cllr. A Turpin
- Cllr F Tullis
- Cllr. Mrs. H. Wills
- Cllr. D. Collins

The Working Group would be directed to liaise with: the Devon County Councillor for Dawlish, Devon & Cornwall Police and to consult with organisations throughout the parish in accordance with the Dawlish Town Council Consultation Strategy (2007)

45. *Devon Association of Parish Councils (DALC) - Empowering Local Communities in Devon*

Members present received a letter and flyer from the County Secretary regarding a series of events to be held to discuss community hub pilots.

RESOLVED unanimously by the Members present and voting that this item be noted. Should any Member wish to attend the events/conferences, then the Town Clerk would make the necessary arrangements.

46. *TRAIL – permission to site sculptures in Dawlish*

Members present received an email from the Chairman of TRAIL requesting the Town Council's permission to erect sculptures at various locations in the parish from the middle of July until the end of September 2010.

RESOLVED unanimously by the Members present and voting that this Council has no objections to TRAIL exhibiting sculptures throughout the parish during the time specified. The Clerk was instructed to inform the Chairman of TRAIL accordingly.

47. *Dawlish Town Council – Annual Statement of Accounts to 31st March 2010*

Members considered amendment of Section 1 Accounting Statement to include a revised valuation to include the skateboard park, the Lawn

Supervisor's equipment and Little Week Play area, estimated at £41,000.

RESOLVED unanimously by the Members present and voting that the actions requested by the Audit Commission should be carried out. The amendment was initiated by the Town Mayor and Town Clerk as Responsible Finance Officer.

48. *Friends of the Manor House Advisory Committee*

Members present considered the recommendations of this Council's Finance and General Purposes Committee to form a '*Friends of the Manor Advisory Committee*' and to seek nomination of two Councillors to be Members of the Advisory Committee.

Cllr. G. Wills and Cllr. D. Collins volunteered to be the Town Council representatives.

RESOLVED unanimously by the Members present and voting that the Terms of Reference for the Friends of the Manor Advisory Committee be adopted by this Council and Cllr. G. Wills and Cllr. D. Collins be nominated as the Town Council's representatives.

49. *Dawlish Town Council – Media Policy*

Members present considered the adoption of the media policy for this Council as recommended by the Finance and General Purposes Subcommittee.

RESOLVED unanimously by the Members present and voting that the media policy should be adopted by this Council. (TC49)

50. *Dawlish Town Council Standing Orders and Financial Standing Orders*

Members present were advised that a copy of the Town Council's Standing Orders and Financial Standing Orders had been dispatched to Councillors on 23rd June 2010. These documents had been adopted by the Town Council at their meeting on the 2nd June 2010.

51. *Terms of Reference for Town Council Executive Committee*

Members present considered the Terms of Reference for an Executive Committee for Dawlish Town Council.

RESOLVED unanimously by the Members present and voting that an Executive Committee be established and the Terms of Reference adopted by this Council. (TC51)

52. *Amberline Coast Regeneration Plan*

Members present considered retaining Lacey, Hickie & Caley Ltd., as consultants to the Council on an ‘ad hoc’ basis to assist with projects contained in the Regeneration Plan as they come to fruition.

RESOLVED unanimously by the Members present and voting that the Town Clerk should write to Lacey Hickie & Caley requesting that they act as the Town Council’s consultants for Regeneration on an ‘ad hoc’ basis for projects in the Regeneration Plan as advice is required.

The meeting was closed by the Town Mayor at 7.57p.m.

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Cllr. Mrs. H. Humphries
Mayor of Dawlish

The Town Mayor's written report TC40

From: Helen Humphries [mailto:helen.humphries@bazria.co.uk]

Sent: 04 July 2010 17:16

To: Humphrey Clemens; Helen Wills; grahamprice328@btinternet.com; Geoff Wills; Francine Tullis; derekrichard@talktalk.net; Carol Payne; Andrew Turpin; John Winchester; Jacqui Bush; Mary Mugford; Rosalind Prowse; Pauline Bloomfield; Ted Hockin; wallyprotheroe@tiscali.co.uk

Subject: Attendances for June.

My attendance for the month of June:-

June 1st	Asset Transfer meeting.
June 4th	Dawlish on Track Prize Presentation and Concert.
June 5th	D-Day celebrations at The Royal British Legion.
June 6th	Evensong ay St Gregorys for Dawlish Arts Festival.
June 7th	Open Daw's Birthday celebrations ay Methodist Church.
June 7th	Volunteer Centre AGM at Hedley Way Centre.
June 8th	Third Age 25th Anniversary at The Langstone Cliff Hotel.
June 9th	N.S.P.C.C. AGM at The Manor.
June 9th	Kingsteignton Youth Club Charity event.
June 10th	Meeting with Devon County Design Group at the Manor.
June 10th	Meet the Mayor afternoon at the Manor.
June 11th	Luscombe Castle Fete.
June 12th	Sefton Hall Tea Party.
June 16th	Reception for Kevin Parsons retirement.
June 17th	Site visit for trees on lawn.
June 18th	Shaldon Music Festival.
June 22nd	Chairmans course at Kenn centre.
June 22nd	Dawlish Community College achievement awards for year 7.
June 23rd	Dawlish Community College achievement awards for year 8.
June 26th	Dawlish Community College Fete on the Lawn.
June 26th	Armed Forces Day.
June 29th	Westcliff School Community Awards.
July 1st	Dawlish Community College achievement awards for year 10.
July 2nd	NALC meeting in Bristol.

Cllr Helen Humphries.

Cllr. Mrs. M. Mugford's report, TC42a

From: Mary Mugford [mailto:mary.mugford@yourtdc.org]

Sent: 06 July 2010 20:46

To: Andrew Turpin; Carol Payne; Derek Collins; Edward Hockin; Francine Tullis; Geoff Wills; Graham Price; Helen Humphries; Helen Wills; Humphrey Clemens; Jackie Bush; Janet Garland; John Winchester; Mary Mugford; Pauline Bloomfield; Rosalind Prowse; Wally Protheroe

Subject: District Councillors Report

Hi All

Meetings I have attended since the last Full Council

June 7th Development Control

June 8th Overview and Scrutiny

June 18th Site Inspections
June 21st Special Development Control
June 28th Full Council
July 5th Development Control
July 6th Overview and Scrutiny
June 10th Meet the Mayor
June 26th Armed Forces Day

Cllr Mary Mugford

Cllr. E. Hockin's report, TC42b

Ted Hockin's District Councillor Report
01 July 2010

Since my last report I have attended the following meeting as a Teignbridge councillor:

8 th June	Overview & Scrutiny Committee
23 rd	I chaired the Audit Scrutiny Committee
28 th	Full Council

In addition I have held meetings with officers on Audit, Licensing and Dawlish Warren issues.

Cllr. Mrs. R. Prowse report, TC42c

MEETINGS ATTENDED JUNE 2010-07-05

6 Dawlish Arts Festival Even Song
7 Open Daw birthday party
Holcombe Village Hall committee
8 O & S at TDC
Executive meeting
9 West Exe Parish Cluster
10 Meeting with DCC re the Strand
Mayor's tea party
11 Holcombe residents' assoc.
During this time I contacted members of Project Group re Champions on various projects.
Summer Holiday

- 2 July West Exe Parish Cluster
- 5 Development Control TDC
Regeneration meeting with LHC
- 6 O & S at TDC

I shall not be at Town Council on Wednesday as am at AGM of Devon Towns Forum

Cllr. Mrs. P. Bloomfield's report, TC43a

From: PAULINE BLOOMFIELD [mailto:paulinebloomfield@btinternet.com]
Sent: 04 July 2010 12:15
To: John Winchester
Subject: Report for June 2010

I have attended the following as well as Monthly Council Meeting, F & GP and Civic Amenities:

- Tuesday 8th F & GP Sub Committee Meeting
Executive Meeting
- Thurs 10th Regeneration Meeting at Manor House
Meet the Mayor
- Monday 14th Starcross Parish Council
- Thurs 17th Walk around trees in Centre of Dawlish with TDC Arboriculturist - very interesting and informative
- Tues 22nd Exe Estuary meeting at The Boathouse re the Extravanganza - all seem to be going well.
- Sat 26th British Legion Armed Forces Day - marched from Manor to Lawn - I thought
very supportive.
- Mon 5th Regeneration Meeting at Manor House
- Tues 6th Executive Meeting

Pauline Bloomfield



DAWLISH TOWN COUNCIL MEDIA POLICY

1. INTRODUCTION

- 1.1 The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and dealing with the day-to-day relationship between the Council and the media.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The Council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

2. KEY AIMS

- 2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The Media – Press, Radio, TV, Internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.
- 2.2 The media themselves have vital roles to play on behalf of the local community in holding the Council to account for its policies and actions. It is important that they have access to Officers and Members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of

all the relevant facts using other channels of communication if necessary.

3. THE LEGAL FRAMEWORK

3.1 The law governing communications in local authorities (including Town & Parish Councils) can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the governments Code of Recommended Practice on Local authority Publicity. Some aspects of the code are relevant to this policy :-

- “Any publicity describing the Councils policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both.”
- “Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council... should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments.”
- “Publicity should not attack, nor appear to undermine, generally accepted moral standards.”

3.2 In particular, Officers and Members should always have due regard for the long- term reputation of the Council in all their dealings with the media.

3.3 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action taken through normal disciplinary procedures.

3.4 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then legal advice should be taken from an appropriate authority before a response is made.

3.5 There are a number of personal privacy issues for Officers and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although member contact details are in the

public domain), disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must taken from the Town Clerk before any response is made to the media.

4. CONTACT WITH THE MEDIA

- 4.1 When responding to approaches from the media, the Mayor Deputy Mayor and the Chairman of Committees should be the authorised contact with the media in consultation with the Town Clerk. The Town Clerk is, however, given permission to speak to the media in their absence.
- 4.2 Statements made by the Mayor, Deputy Mayor or Chairman of Committees should reflect the councils opinion.
- 4.3 Other councillors can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.
- 4.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.
- 4.5 Letters representing the views of the Council should only be submitted by the Mayor, Deputy Mayor, Chairman of Committees or the Town Clerk. If other members choose to use the letters column to express their own opinions on Council policies, they are strongly advised to check their facts first with the Town Clerk. It should always be made absolutely clear whether the views put forward are those of the Council or of an individual Member.
- 4.6 At all times consideration should be given as to how the correspondence may affect the reputation of the Council.

5. ATTENDANCE OF THE MEDIA AT COUNCIL MEETINGS

- 5.1 The Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972 ss 100 & ss102 requires that Agendas, Reports and Minutes are made available to the media on request.
- 5.2 The media are encouraged to attend Council meetings and facilities will be made available for members of the press to record the proceedings.
- 5.3 Any filming or tape recording of council proceedings by the media must be with the prior written permission of the Council.

6. ELECTIONS

- 6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual members unless it is relevant to the particular position they hold in the Council. The following extracts from the code illustrate the main points :-

- Publicity about individual councillors may include the contact details, the positions they hold in the council (for example, Mayor or Chairman of a Committee), and their responsibilities. Publicity may also include information about individual councillors' proposals, decisions and recommendations only where this is relevant to their position and responsibilities within the Council. All such publicity should be objective and explanatory, and ... personalisation of issues or personal image making should be avoided.
- Publicity should not be, or liable to misrepresentation as being, party political. Whilst it may be appropriate to describe policies put forward by an individual councillor which are relevant to their position and responsibilities within the council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies

of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals.

- The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election.
- 6.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on local authority Publicity) is during an emergency or where there is genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.

7. PRESS RELEASES

- 7.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of all Officers and members to look for opportunities where the issuing of a press release may be beneficial.
- 7.2 Any Officer or Member may draft a press release, however they must all be issued by the Town Clerk in order to ensure that the principles outlined in section 3 (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.



TERMS OF REFERENCE OF COMMITTEES OF THE COUNCIL

EXECUTIVE COMMITTEE

The Powers, Duties and functions of this Committee are as follows :-

1. *Constitution*

At a meeting of Dawlish Town Council held on 7th July 2010, it was resolved that a Dawlish Town Council Executive Committee should be formed.

2. *Membership*

A quorum shall be three members. Committee membership shall be as follows:

- Town Mayor
- Deputy Town Mayor
- Chairman of Finance and General Purposes Committee
- Chairman of Civic Amenities Committee
- Chairman of Planning Committee

3. *Chairman and Vice Chairman*

The Chairman and Vice Chairman shall be the Town Mayor and Deputy Town Mayor.

4. *Authority*

The Committee is authorised to act on behalf of Dawlish Town Council in the following areas in order to give advice and direction.

- Future planning (regeneration, projects and budget)
- Act as an emergency committee
- Respond to the media on behalf of the corporate body

5. *Accountability*

The Committee is accountable to Dawlish Town Council.

6. *Frequency of Meetings*

The Committee will meet monthly or as the situation at the time dictates.

7. *Terms of Reference*

The Committee's sphere of activity is:

- To meet when there is a crisis or emergency and make binding decisions regarding actions necessary to control the situation.
- Act as a point of contact for the Town Council between public/media/emergency services/local authorities during times of emergency or crisis
- Compile a business plan for the Town Council for the ensuing year and beyond to enable Finance and General Purposes Committee to make budget recommendations
- To make expenditure on behalf of the Town Council in accordance with Financial Standing Orders. 11.1(b)(ii)
- To liaise with those organisations that are tenants occupying the Town Council's assets to ensure the most effective way of managing the asset.

8. *Administration*

The Committee shall be facilitated by the Town Clerk or Senior Administration Officer, who shall draw up agendas and take notes of actions agreed.