

# New Council Structure & Calendar of Meetings

## Report to Full Council: December 3<sup>rd</sup>, 2019

### Full Council Workshop:

3<sup>rd</sup> September 2019

The Council held a Full Council workshop after the Full Council meeting on Sep 3<sup>rd</sup> – the Clerk presented a PowerPoint outlining the current issues and suggested a few small changes that would improve the Council's way of working. After the presentation the Clerk invited comment from the Council. Members highlighted two areas that they wanted to change in the Clerk's recommendation.

1. Footpaths to come under the Management Committee not the Planning & Environment Committee.
2. The Number of Full Council meetings to be 10 (with August and December being the two months with no meeting).

Other than that, there was full support for implementing the adjustments starting from the next meeting in October.

### Full Council Meeting:

1<sup>st</sup> October 2019

The Council held its normal monthly Full Council meeting on October 1<sup>st</sup> the Clerk was not at this meeting. The recommendation from the Full Council workshop of Sep 3<sup>rd</sup> was only accepted 'in principal' - In local government, saying that the Council accepts something in principal is not the same as accepting something. When the (then) Chairman reported back to the Clerk on the outcome of the meeting and that the change had been accepted 'in principle' only, the Clerk and Chairman agreed that the proposal would be put on the back burner and to get everything in place to be able to bring back the proposal to the Council by April 2020, so that the Council starts the new financial year with the new structure.

### Full Council Meeting:

5<sup>th</sup> November 2019

At the Full Council meeting on 5<sup>th</sup> November it became obvious that despite not having fully accepted the changes at the meeting on 3<sup>rd</sup> September, there was a wanting among Members to move to the new structure and Calendar of meetings now. No minutes exist from the 1<sup>st</sup> October meeting, so isn't clear what anyone thought the process would be as a result of the meeting on 1<sup>st</sup> Oct. However, the Clerk had agreed with the (then) Chairman on a way forward, so it was a surprise that some Members had such different ideas about what was going on.

Since the Full Council meeting of 5<sup>th</sup> November, the Clerk has drafted some Terms of Reference for the Planning and Environment Committee – They will need to be agreed by the Committee and then adopted by Full Council.

There hasn't been the time to draft the Terms of Reference for the Management Committee.

### The Recommendation is; The Council have three Committees:

---

#### The Planning & Environment Committee: - with delegated responsibility for:

(The below list is not a comprehensive prescriptive list; it is just a guide to the sorts of matters the Committee will deal with. The finer detail will be in the Terms of Reference for each Committee).

- To respond to all planning applications on behalf of the Council or refer to Full Council.
- To respond to licence applications on behalf of the Council

- To agree to street naming on behalf of the council
- To respond to external planning and development consultations on behalf of the Council
- To develop the Council's own Planning & Development policies
- To handle all matters related to Highways (receive road closures, support traffic calming initiatives, corresponding with SCC highways on Parish matters).
- Respond to tree applications made to SSDC

**Will meet the third Tuesday of the month at 6:45pm – Twelve times a year.**

---

**The Management Committee - with delegated responsibility for:**

- Management of the Allotments & Cemetery
- Management of the Play Parks and all Council owned open spaces
- Management of the Council owned East Street Car Park & Town Hall
- Liaison with the Village Hall Management Committee & the Playing Fields Management Committee
- Develop policies for the best use and upkeep of the Council's property & resources.
- Maintenance and management of Footpaths in the Parish

**Will meet on the fourth Tuesday at 7:00pm – A minimum of Eight times a year**

---

**The HR Committee: - with delegated responsibility for:**

- All matters relating to HR including the HR budget
- It will keep the current Terms of Reference

**Will meet ad hoc – A minimum of four times a year**

---

**The Full Council**

- Will gain responsibility for all finance overview and policy
- All other responsibilities to remain the same

**Will meet the first Tuesday of the month 7:00pm – A minimum of ten times a year**

---

**The Clerks Recommendation:**

I don't really see this as being a very big change from what the Council has now, it's far more an exercise in clearly defining what each committee is responsible for. It also removes the issue of holding two meetings on the same night and the risk that one over runs into the other. **I recommend that the Council adjust the committee structure and calendar of meetings as outlined above with immediate effect.**

I will issue a new calendar of meetings if this recommendation is accepted, but the details above are self-explanatory as to when the meetings will be. The Planning and Environment Committee meeting on December 17<sup>th</sup> would be the only meeting that night, with the first Management committee meeting being on the fourth Tuesday in January.