

APPENDIX 10

COUNCIL – JANUARY, 2021

REPORT ON GOVERNANCE AND STRUCTURE

1.0 INTRODUCTION

At the November 2020 Policy, Finance and General Purposes Committee meeting the report of the Clerk was considered and Minute F.042/20 lists the resolution:

The Clerk to develop terms of reference and a draft schedule of meetings for a governance structure of:

- 11 x Council meeting pa
- 6 x Facilities and Events Committee pa
- 6 x Open Space and Highways Committee pa
- As required Neighbourhood Planning Committee reporting to Council
- As required HR and Training Committee reporting to Council
- 4 x Finance and Audit Committee reporting to Council

The Clerk to develop a strategy for increased information sharing between councillors and to the community

This report introduces a proposed calendar of meetings and a suite of Terms of Reference for the structure outlined in the resolution.

2.0 CALENDAR OF MEETINGS

Councillors have expressed a wish for Council meetings to be more widely known in order to encourage community engagement. It is proposed that the meetings become more routine with council taking place every month on the same evening.

The following is the proposed approach to the calendar of meetings:

2.1 Council

To meet 11 times a year on the third Monday of every month except August (however an August meeting can be convened if required). In an election year this allows appropriate time between the election results and the required Annual Parish Council meeting. For financial reasons this arrangement is also preferable as it allows a week to complete the previous months accounts and prepare the reports in time for the summons, agenda and papers to be issued.

2.2 Planning Committee

To meet monthly on the second Tuesday

2.3 Facilities and Events Committee

This committee would benefit from meeting 6 times a year and it is suggested that it meets at a two week interval from council. Historically the Amenities Committee met on a Wednesday and it is proposed that this committee meets on the first Wednesday of the months of May, July, September, November, January, March.

2.4 Open Spaces and Highways Committee

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Similar to the Facilities and Events Committee this committee would benefit from meeting 6 times a year and it is suggested that it meets on the fourth Wednesday of the months of May, July, September, November, January, March

- 2.5 The Neighbourhood Planning Committee, the HR and Training Committee and the sub-committees of the committees would meet as required.
- 2.6 The Finance and Audit Committee will perform it's role best if it reports to Council following the end of quarter and end of year. It will therefore need to meet towards the end of April, July, October, and January.
- 2.7 The draft schedule of meetings therefore comprises:

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| January First Wednesday Second Tuesday Third Monday Fourth Wednesday | Facilities and Events Committee Planning Committee Council Open Spaces and Highways Committee |
| February Second Tuesday Third Monday | Planning Committee Council |
| March First Wednesday Second Tuesday Third Monday Fourth Wednesday | Facilities and Events Committee Planning Committee Council Open Spaces and Highways Committee |
| April Second Tuesday Third Monday | Planning Committee Council |
| May First Wednesday Second Tuesday Third Monday Fourth Wednesday | Facilities and Events Committee Planning Committee Annual Parish Council Meeting Open Spaces and Highways Committee |
| June Second Tuesday Third Monday | Planning Committee Council |
| July First Wednesday Second Tuesday Third Monday Fourth Wednesday | Facilities and Events Committee Planning Committee Council Open Spaces and Highways Committee |
| August Second Tuesday | Planning Committee |
| September First Wednesday Second Tuesday | Facilities and Events Committee Planning Committee |

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| Third Monday Fourth Wednesday | Council Open Spaces and Highways Committee |
| October Second Tuesday Third Monday | Planning Committee Council |
| November First Wednesday Second Tuesday Third Monday Fourth Wednesday | Facilities and Events Committee Planning Committee Council Open Spaces and Highways Committee |
| December Second Tuesday Third Monday | Planning Committee Council |

3.0 TERMS OF REFERENCE

Please see Appendix 10A for a separate document setting out draft terms of reference for committees, subcommittees and working groups.

4.0 MEMBERSHIP

Please see Appendix 10B that provides a membership structure for the new Committees as detailed in this report

5.0 RECOMMENDATIONS

It is recommended that Council:

- 5.1 Consider and agree the terms of reference
- 5.2 Commence the new structure with immediate effect with a Facilities and Events Committee to be held before the end of January and an Open Spaces and Highways Committee to be held as per schedule at end of January
- 5.3 Consider the membership of committees, adjust and agree
- 5.4 Review the structure in April 2021 with recommendation to be given to the incoming Council

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