

## ANNUAL COUNCIL MEETING

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**Date:** Wednesday, 17 May 2023

**Title:** Appointment of Standing Committees, Sub-Committees and Working Parties, and the Election of Chairs

**Contact Officer:** Deputy Town Clerk, Adam Clapton

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### Background

The Town Council has five standing Committees which cover various aspects of its work. A copy of the Committee Structure is attached as Appendix A to this report.

For ease the Deputy Town Clerk has provided the following table with details of the membership required.

Committee/Sub-Committee	Membership required
a) Climate, Biodiversity & Planning Committee	6 Members + Ex-officio Town Mayor & Leader
b) Parks & Recreation Committee	6 Members + Ex-officio Town Mayor & Leader
c) Halls, Cemeteries & Allotments Committee	6 Members + Ex-officio Town Mayor & Leader
d) Stronger Communities	6 Members + Ex-officio Town Mayor & Leader
e) Policy, Governance & Finance	2 Members + Chair of the above Standing Committees and Ex-officio Town Mayor & Leader
f) Personnel Sub-Committee <i>[this is a sub-committee of the Policy, Governance &amp; Finance Committee]</i>	Town Mayor, Leader, and Chair of above Standing Committees. <b>Subject to inclusion of an elected Member with experience in this field maybe 1 additional Member</b>
g) Disciplinary & Grievance Panel	3 Members* – must not be Chair or Members of Personnel/Policy Governance & Finance Committee

**NOTE: The Vice-chair of these Committees/Sub-Committees will be appointed at the first meeting.**

<b>Working Parties</b>	<b>Membership required</b>
None Currently	
<b>Task &amp; Finish Groups</b>	<b>Membership required</b>
Inclusivity & Diversity Panel	Chairs of Committees

**NOTE: The Chair of the Working Parties will be appointed at the first meeting.**

### **Recommendations**

Members are invited to note the report and;

1. that the membership to the Council's Standing Committees (a to d) be elected, and;
2. that the Chairs of those Standing Committees be elected, and;
3. that in order to form the Policy, Governance & Finance Committee at € – it be made up of the Committee Chairs (a to d) plus Ex-Officio Town Mayor and Leader, plus 2 additional Members to make the membership of 8 Members;
4. that the Personnel Sub-Committee is formed of the Town Mayor and Leader, plus the Chairs of the Standing Committees
5. that a Disciplinary & Grievance Panel is elected – *to be formed from Councillors not sitting on the Policy, Governance & Finance Committee* – membership is a minimum of 3.