

ANNUAL COUNCIL MEETING

Date: Wednesday, 8 May 2024

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

Contact Officer: Deputy Town Clerk

Background

Members will be aware of the Council's Committee Structure and how the membership works from the previous Annual Council meeting.

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 & Finance Committee]</i> | Town Mayor, Leader, and Chair of above Standing Committees. Subject to inclusion of an elected Member with experience in this field maybe 1 additional Member |
| 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.

| Working Parties | Membership required |
|------------------------------------|---|
| Christmas Lights Working Party | 6 Members - reports to Stronger Communities Committee. <i>Currently: Cllrs T Ashby, R Crouch, D Edwards-Hughes, A Bailey and G Doughty</i> |
| | |
| Task & Finish Groups | Membership required |
| Inclusivity & Diversity Panel | Chairs of Committees |
| Youth Council | Currently elected: – Cllrs J Aitman, L Cherry, R Crouch, S Simpson, R Smith, and G Meadows |
| D-Day 80 th Anniversary | Currently elected: - Cllrs J Robertshaw, J Treloar, A Bailey, and R Smith |

NOTE: The Chair of the Working Parties/Task & Finish Groups will be appointed at the first meeting.

Recommendations

Members are invited to note the report and consider the following;

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 e – it be made up of the Committee Chairs (a to d) plus Ex-Officio Town Mayor and Leader, plus 1 additional Member 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.
6. that the future of the Working Parties be agreed – membership of the Christmas Lights WP being confirmed if continuing and;
7. that the membership of the Task & Finish Groups be reaffirmed.