

## Annual Council

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**Date:** Tuesday 4 May 2021

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

**Contact Officer:** Town Clerk/CEO – Sharon Groth

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### Background

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

For ease the 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) Sport & Play 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>
Corn Exchange Working Party	6 Members - reports to Halls, Cemeteries & Allotments Committee
Queens Platinum Jubilee	6 Members - reports to Stronger Communities Committee
<b>Task &amp; Finish Group</b>	<b>Membership required</b>
Inclusivity & Diversity Panel	Chairs of Committees
Rebranding	Elected at Full Council 12 April 2021 – Cllrs Ashbourne, Collins & Gwatkin

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

**Recommended:**

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 e – 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.
6. that the membership to the Working Parties – Corn Exchange and Queens Platinum Jubilee be agreed;
7. that the membership of the Task & Finish Groups be reaffirmed.