

Committee Review Working Group
Town Council 24 June 2014

Recommended regarding the Planning Highways & Transport Committee

- (i) That the Planning Highways & Transport Committee meets monthly (to be approx. 10 days before any SSDC Area West Committee)
- (ii) That all Councillors sit on the Planning Highways & Transport Committee
- (iii) That the quorum for the Planning Highways & Transport Committee be 5 Councillors
- (iv) That number 2 of the Planning, Highways & Transport Committee specific responsibilities is amended to read "Makes recommendations on behalf of Ilminster Town Council to Somerset County Council on highways issues such as parking, *traffic calming* speeding traffic, highway improvements, maintenance of verges *drainage*, and gullies"
- (v) That a new specific responsibility is added to the Terms of Reference for the Planning Highways & Transport Committee "*To consider information received by the Town Council in relation to Road Closure Orders and makes relevant related comments to Somerset County Council*"
- (vi) That a new specific responsibility is added to the Terms of Reference for the Planning Highways & Transport Committee "*To make suggestions and recommendations, when requested to do so by South Somerset District Council or developers, for street name for developments within Ilminster*"

Recommended regarding the Resources Committee

- (vii) That the Resources Committee meets 6 times per year
- (viii) That the meetings of the Resources Committee are scheduled to take place on the same evening as a Planning, Highways & Transport Committee and that one meeting will commence on the rising of the other.
- (ix) That the Resources Committee comprises 9 Councillors
- (x) That the quorum for the Resources Committee is 5
- (xi) That a new specific responsibility is added to the Terms of Reference for the Resources Committee "*to agree and oversee the implementation of any policies and strategies for managing the weekly market*"
- (xii) That a new specific responsibility is added to the Terms of Reference for the Resources Committee "*to propose fees to be charged to stall holders at the weekly market (the proposal to form part of the annual budget)*"
- (xiii) That a new specific responsibility is added to the Terms of Reference for the Resources Committee "*To agree any arrangements relating to the tenancy of the cemetery lodge*"
- (xiv) That a new specific responsibility is added to the Terms of Reference for the Resources Committee "*To consider the terms of each proposed sponsorship agreement e.g. locations, duration,*"

size and type of sponsorship sign and decide the value and make recommendations to Council

Recommended regarding the Open Spaces Committee

- (xv) That the Open Spaces Committee meets monthly**
- (xvi) That the Open Spaces Committee comprises 9 Councillors**
- (xvii) That the quorum for the Open Spaces Committee is 5**

Recommended Regarding Full Council

- (xviii) That Council meets monthly**
- (xix) That a new specific responsibility is added to the Terms of Reference for Council " *to receive reports from the External auditor*"**
- (xx) That a new specific responsibility is added to the Terms of Reference for Council " *To liaise with relevant organisations regarding issues relating to flooding at they affect Ilminster*"**
- (xxi) That a new specific responsibility is added to the Terms of Reference for Council " *to elect the Chairs of Committees*"**
- (xxii) That a new specific responsibility is added to the Terms of Reference for Council " *To appoint the Vice-Chairs of Committees*"**

Introduction

1. At its meeting on 8 April 2014 the Council resolved that
 - (i) a working group is created to review the Committees comprising the Mayor, Deputy Mayor, the Chairs and Vice-Chairs of Committees and Councillors Shepherd and Storey
 - (ii) The working group will consider the committee terms of reference and the frequency of meetings and a make a report to full Council.
2. The Working Group met on 12 May 2014 with Councillors Goodall, Pallister, Shearman and Storey present.

Working Group Discussions

3. The Working Group discussed:
 - Topics that should be added to the existing Terms of Reference for Council and Committees
 - Minor amendments to existing Terms of Reference for Council and Committees to clarify
 - Membership of Committees
 - Advantages and disadvantages of all Councillors sitting and having voting rights at every Committee
 - Quorum
 - Frequency of meetings
 - Councillor workload
 - Officer workload
 - Practice in other Town Councils

Recommendations

The recommendations of the Working Group are given at the beginning of this report. It should be noted that not each recommendation was unanimously agreed but was agreed by the majority of the Councillors present the Working Group meeting.

Report prepared on 28 May 2014 by the Town Clerk on behalf of the Working Group

