

Sandy Town Council

To: Cllrs P N Aldis, J Ali, P Blaine, T Cole, A M Hill, W Jackson, G Leach, M Pettitt, D Quick, C Osborne, M Scott, D Sharman, P Sharman, J Sparrow and S Sutton

You are hereby summoned to attend an Extraordinary Meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 7 September 2015 commencing at 7pm for the purpose of transacting the items of business below

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1 September 2015

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING

A G E N D A

Reports

1 Apologies for Absence

To receive any apologies for absence

2 Declarations of interest and requests for dispensations

Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)

*This item is included on the agenda to enable members to declare new DPIS and also **those who wish to do so** may draw attention to their stated DPIS and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non Disclosable Interests*
- iii) Dispensations*

3 Re-Organisation of Committee Structure

To receive a report from Cllr Aldis.

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- 4 Amendments to the Scheme of Delegations**
To amend the structure of the committees.

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Sandy Town Council

Extraordinary Town Council Meeting on Monday 7 September 2015

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R E P O R T S

3 Re-organisation of Committee Structure

At present there are 3 committees which each have ten members giving each councillor two places on these bodies. The other main group is the Human Resources Committee which has full committee status but is not included in the current set up.

It is clear that some members would like all members to sit on each of the 3 main committees. However this is not legal as they would have to be chaired by the Mayor. This is not considered desirable as it would prevent other members from getting experience of chairing a committee and contributing to the organisation of the Council.

Any changes in membership of committees would have to be a multiple of 15 if all councillors were to have equal opportunities to contribute to the decision making process of the Council.

A possible organisation could be:

Community Services & Environment	Development Strategy	Human Resources	Policy, Finance & Resources
12	12	9	12
		TOTAL PLACES	45

Councillors who are not members of any committee may still attend and speak but cannot propose resolutions or vote.

Substitutes

It is also proposed that councillors who are not members of a committee would be eligible to be a substitute for that panel. Members who know in advance that they will be unable to attend and can give their apologies can ask another member to substitute for them.

If a member is prevented from attending at short notice and there are non-committee members present at the meeting then one or more of them can substitute for absent members. This could be on a casual or a formal basis where the committee votes to approve a substitution.

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Other Commitments

It is recognised that some members with other commitments may not wish to serve on 3 committees in addition to full Council. The average attendance would be 4 Monday nights in any one six week period. This would leave vacancies on a committee which would be filled by other willing members being proposed and seconded at the Council meeting where places on committees are decided.

Councillor Preferences

Prior to the meeting where places are to be allocated each member would complete a form giving their preferred options up to the maximum of 4 places.

This could be like this:

Cllr _____			
Please indicate below your preferred places on the council's committees ranking them in order. You can opt for 1, 2, 3, or 4 committees. If there is more than the required number of first preferences for any committee then places would be decided by a vote of members at the Council meeting where places are allocated to committees.			
Community Services & Environment	Development Strategy	Human Resources	Policy, Finance & Resources
Comments (if any)			

Recommendations

- 1 Members are asked to agree the revised numbers for membership of each committee.**

- 2 Members are asked to approve the arrangements for selecting the members for each committee.**

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- 3 Members are asked to agree the arrangements for substitutes for each committee.**
- 4 Members are asked to note that some members may have other commitments that prevent them from taking up their full allocation of committee places and agree the alternative arrangements to ensure that each committee has a full membership.**

4 Appointment of members to existing standing committees

Preference forms for members are attached.

Elections will be held as appropriate depending on the preferences recorded for the following existing standing committees

- 1 Policy Finance and Resources Committee (10 members)
- 2 Community Services and Environment Committee (10 members)
- 3 Development Scrutiny Committee (10 members)

Form completed by: (Councillor Name)

Standing Committee Membership

	Development Scrutiny Committee (ie planning)	Policy, Finance and Resources Committee	Community Services and Environment Committee	No Preference
First Choice				
Second Choice				