

## **SANDGATE PARISH COUNCIL MEETING**

**Agreed 15<sup>th</sup> May 2023**

**For review May 2024**

### **Governance review: report of clerks**

1 The governance arrangements and decision-making structure of the Parish Council have remained largely unchanged, with minor evolution, for many years. With the forthcoming elections it seems timely to review these arrangements and put in place suitable structures for 2023-2027. This report therefore makes recommendations for change.

2 Formation of separate Personnel & Sea Festival / Events Committee

3 Agreement on the sizes of committees. Committees have grown in size almost to the point of duplicating full Council membership. It is recommended that Committee size be restricted to five or six members (excepting the Personnel), with a quorum of three, as follows:

- Environment Committee: five members
- Planning Committee: six members
- Finance Committee: six members
- Library Committee: five members
- Sea Festival / Events Committee: five members
- Personnel Committee: three members

4 Each councillor will be a member of at least one committee.

5 All members be appointed as voting substitutes on all committees. This facility would be operated by the clerks – i.e. where they became aware of a significant number of apologies for a meeting they would seek substitute members from other councillors. This should be seen as a matter of last resort and not operated as a routine procedure as it is important that standing members of committees provide continuity of knowledge and support. The Chairman and Vice Chairman of the Council would remain ex officio members of all committees and the ex-officio members would count towards a quorum.

6 Non councillors should be invited to participate on committees (excepting Finance & Personnel), but will not have voting powers.

6 Review of lead members and outside body appointments: there is currently a long list of these, and the Council is invited to review it. The list reads as follows:

- Beach advisory group
- Twinning

- KALC

## **RECOMMENDATIONS OF THE CLERKS**

**(1) That the Council approve in principle the following changes:**

**(a) Formation of Personnel & Sea Festival Committees**

**(b) Sizes of committees to be:**

- **Full Parish Council meeting – 11 members – Fourth Monday of every month (excepting in an election year)**
- **Environment Committee: five members- Second Monday every other month**
- **Planning Committee: six members – as required.**
- **Finance Committee: six members – Third Monday every other month**
- **Library Committee: five members – quarterly**
- **Personnel Committee: three members- as required.**
- **Sea Festival / Events Committee: five members – as required**

**(c) Introduction of a system of voting substitutes operated by the clerks whereby all councillors are potential substitutes for all committees as a last resort, with a maximum of two substitutes for any meeting.**

**(d) Invitation is agreed to non-councillors to participate in committees (excepting Finance / Personnel ), but with no voting rights.**

**(2) That the Council reviews the list of outside appointments and lead member arrangements.**

*Gaye Thomas, Parish Clerk and Librarian*

*Julie Tugwood, Deputy Clerk and Responsible Finance Officer*