

# REPORT TO FULL COUNCIL

## COMMITTEE APPOINTMENTS 2023/24



**Report Reference** C-23-03  
**Meeting Date** 22<sup>nd</sup> May 2023  
**Agenda Item** 7  
**Prepared by** Town Clerk

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### 1.0 BACKGROUND

As part of developing a new strategic plan, a review was undertaken of the council's committee structure. The intention of this is to ensure the committee set up is designed to implement the council's strategy. The working group (Cllrs Dalzell, Lowe and McCulloch and former councillor Neil Forbes) agreed a recommended structure as part of signing off an updated draft plan. The plan will be formally presented to council at the meeting on 12<sup>th</sup> June for approval.

In accordance with Standing Order 59, the council may appoint standing committees at its annual meeting and may at any other time dissolve or alter the membership of a committee at any time. Any change to standing committees during the civic year requires amendment to Standing Orders. A permanent change to the committees requires amendment of Standing Orders (item 11 refers)

The committee allocations presented to Council for appointment are on a new structure in accordance with Standing Order 59.

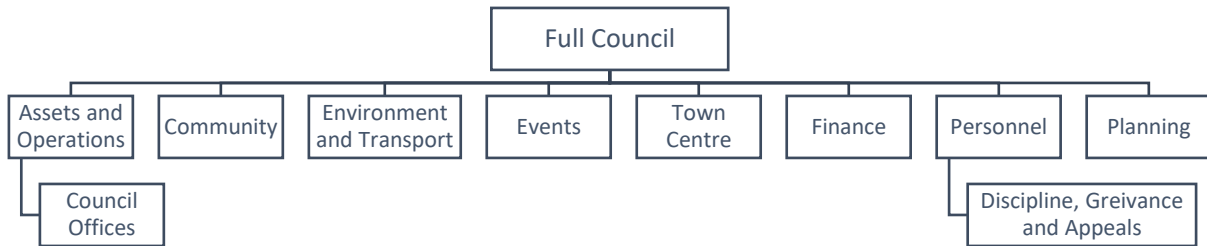
### 2.0 PROPOSED COMMITTEE STRUCTURE

This structure is more aligned with the objectives set out in the new strategy and in particular provides greater focus on two key aspects of the new plan: community development and the Town Centre. Without a change, a significant number of objectives would fall to the council's Environment and General Purposes committee which would overburden the committee.

The proposed structure creates a new Community committee, this would administer the council grant scheme and have responsibility for volunteer programmes, communication and engagement, civic pride, social issues and the Town Awards.

The Events and Town Centre Management committee would be split into two. This would create a Town Centre committee with responsibility for the town centre masterplan, tourism, markets (only excluding the Christmas Market), Christmas lights and the town economy. The Events Committee would retain responsibility for celebrations and events, including the Christmas Market, Music Festival and Pumpkin path.

Environment and General Purposes would become Environment and Transport, with responsibility for floriculture, Streetscene, environment and climate change, non-council owned open space, highways, heritage and active travel and transport.



There would be minor changes to Finance (transferring grants to Community) and Assets and Operations (transferring markets to Town Centre and adding 'general purposes' from Environment). There would be no change to the remit of Personnel or Planning.

The Finance committee would meet quarterly rather than bimonthly. Its meetings would be scheduled to follow quarterly internal audit WG reviews i.e. that each meeting would receive the report of the last quarter. It would have a more formulaic work programme overseeing the council's finances and financial policy. There would be an additional scheduled meeting in November/December for agreeing a draft budget. The Personnel Committee would also meet quarterly with a policy review and oversight programme. It would, of course, convene additional meetings should it be required between meetings.

The Terms of Reference for each committee is detailed in appendix A of report C-23-05.

### 3.0 COMMITTEE NOMINATIONS

The Town Mayor and Deputy Town Mayor are ex-officio members of every committee.

#### 3.1 ASSETS AND OPERATIONS COMMITTEE

Cllrs Dalzell, Gardiner, Gray, Lowe, Watson and Wood

Chairman	Cllr Gardiner
Deputy Chairman	Cllr Lowe

#### 3.2 COMMUNITY COMMITTEE

Cllrs Dalzell, Forrest, Gardiner, Hartley, McCulloch, Russell

Chairman	Cllr Banks
Deputy Chairman	Cllr Forrest

#### 3.3 ENVIRONMENT AND TRANSPORT COMMITTEE

Cllrs Johnson, Lowe, Mears, Robertson, Russell and Watson

Chairman	Cllr Russell
Deputy Chairman	Cllr Mears

#### 3.4 EVENTS COMMITTEE

Cllrs Hartley, Lowe, Mears, Russell, Watson and Wood.

Chairman	Cllr Hartley
Deputy Chairman	Cllr Forrest

### **3.5 FINANCE COMMITTEE**

Cllrs Johnson, McCulloch, Mears, Robertson and Wood

Chairman	Cllr Robertson
Deputy Chairman	Cllr Wood

### **3.6 PERSONNEL COMMITTEE**

Cllrs Dalzell, Forrest, Gardiner, McCulloch and Mears.

Chairman	Cllr Dalzell
Deputy Chairman	Cllr Gardiner

### **3.7 PLANNING COMMITTEE**

Cllrs Dalzell, Gray, Johnson, Lowe, McCulloch and Mears.

Chairman	Cllr McCulloch
Deputy Chairman	Cllr Gray

### **3.8 TOWN CENTRE COMMITTEE**

Cllrs Gray, Hartley, Johnson, Robertson, Russell, Watson and Wood.

Chairman	Cllr Gray
Deputy Chairman	Cllr Johnson

## **4.0 SUB-COMMITTEE NOMINATIONS**

### **4.1 COUNCIL OFFICES SUB-COMMITTEE**

The Council Offices Sub-Committee sits under the Assets and Operations Committee.

Cllrs Coan, Gardiner, Gray, Lowe and McCulloch

### **4.2 GRIEVANCES AND APPEALS SUB-COMMITTEE**

The Grievances and Appeals Sub-Committee sits under the Personnel Committee. In the event of a member being involved in the matter being considered the reserve reps would serve in their stead in the priority order detailed.

Cllrs Dalzell, Mears and Forrest

Reserve 1	Cllr Banks
Reserve 2	Cllr Gardiner
Reserve 3	Cllr McCulloch

## **5.0 BANK SIGNATORIES**

The council's bank signatories are appointed by virtue of office as the Town Mayor, Deputy Town Mayor, Finance Committee Chairman, Finance Committee Deputy Chairman and the Town Clerk (for administrative purposes).

## **6.0 RECOMMENDATION**

It is recommended that council:

- a) Approves the revised committee structure
- b) Approves the appointments detailed in sections three, four and five