



BEWDLEY Town Council

MINUTES OF THE
EXTRAORDINARY TOWN COUNCIL MEETING
HELD ON FRIDAY 27th JULY 2018 AT 6.00PM AT THE GUILDHALL

PRESENT

Councillor Mr R Coleman (Mayor)
Councillor Mr J Byng
Councillor Mr S Clee
Councillor Mrs A Coleman
Councillor Mrs E Davies
Councillor D Killingworth
Councillor Mr G Yarranton

In attendance: One member of the public
Mrs G Lungley – minute-taker for the meeting

EM27/7/2018:1

APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mr J Beeson, Mr P Edmundson

Other absent members:

Cllrs Mrs L Candlin, Mrs C Edginton-White, Mr P Harrison.

EM27/7/2018:2

DECLARATIONS OF INTEREST

None

EM27/7/2018:3

COUNCILLORS' DISPENSATIONS

Councillor Byng, married to a member of staff, has a dispensation to remain in meetings with regard to discussion on staffing matters.

EM27/7/2018:4

INTRODUCTION BY THE MAYOR

a) Meeting Quorum

It was confirmed that the meeting was quorate.

b) Suspension of Standing Order 9 (motions for a meeting that require written notice to be given to the Proper Officer)

In the absence of the Town Clerk who was currently on leave, it had not been possible to give to the Town Clerk written notice of the motions to be considered. It was therefore proposed to suspend Standing Order 9.

AGREED to suspend Standing Order 9.

EM27/7/2018:5

ITEMS REQUIRING DECISION

1. (i)

Notice of Motion to reverse a previous decision as per Standing Order 7a*: This motion seeks Council's consent to reverse a previously agreed New Committee Structure when the old Staffing & Finance Committees were merged into the new Policy & Resources Committee in 2016. Therefore the current Policy and Resources Committee would be abolished.

*Standing Order 7a: "A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee."

Following discussion about concerns relating to the reduced influence of the Town Council with regard to that held by the Policy and Resources Committee, it was

AGREED

That the previous decision that established the Policy and Resources Committee be reversed. The Policy and Resources Committee was now abolished.

1. (ii)

The proposal is to create a Staffing Committee with (5 elected members) and a Finance Committee with (9 elected members) being appointed to sit on each Committee. The terms of reference and Standing Orders to be amended to reflect this change. To be compliant with Standing Orders 4.d i*.& ii*. Committees and Sub – Committees shall agree to share the terms of reference by an appropriate split of the current terms of the P&R committee to be shared between the two new committees.

*Standing Order 4.d(i)

The Council may appoint standing committees or other committees as may be necessary and shall determine their terms of reference.

*Standing Order 4.d(ii)

The Council may appoint standing committees or other committees as may be necessary and shall determine the number and times of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council.

AGREED

To create a Staffing Committee with 5 elected members and a Finance and General Purposes Committee with 9 members being appointed to sit on each Committee. The terms of reference and Standing Orders to be amended to reflect this change to be compliant with Standing Orders 4.d i*.& ii*. Committees and Sub – Committees shall agree to share the terms of reference by an appropriate split of the current terms of the P&R committee to be shared between the two new committees.

The revised Terms of Reference for each committee are attached.

1(iii)

Both these New Committees will make any recommendations to Full Council to seek full democratic approval in the decision-making process the exception being the first meeting of the Staffing Committee with regard to any urgent matters where they make a decision.

AGREED

That both these New Committees will make any recommendations to Full Council to seek full democratic approval in the decision-making process the exception being the first meeting of the Staffing Committee with regard to any urgent matters where they make a decision.

1(iv)

To be compliant with Standing Orders 4.d ii Shall agree to the Finance and General Purposes committees meeting monthly at an agreed regular period and the Staffing committee to meet Quarterly and on other occasions as required by need.

AGREED

That to be compliant with Standing Orders 4.d ii, the Finance and General Purposes committees will meet monthly at an agreed regular period and the Staffing committee will meet Quarterly and on other occasions as required by need.

It was further recommended that both committees meet in August, with the Staffing Committee to meet early on in the month.

EM27/7/2018:6

ITEMS REQUIRING DECISION

2.

If the motion at 1 is carried then Councillors will offer themselves to be members of the committees as standing order 4d(v) to include members and substitute members and in the case of over subscription will vote on membership.

AGREED

The following members were appointed to the Staffing Committee: Cllrs Mr S Clee, Mr R Coleman, Mrs E Davies, Mr P Edmundson and Mr D Killingworth

AGREED

The following members were appointed to the Finance and General Purposes Committee:

Cllrs Mr J Beeson, J Byng, S Clee, A Coleman, R Coleman, E Davies, P Harrison, D Killingworth, G Yarranton

No substitute members were considered at this point.

EM27/7/2018:7

ITEMS REQUIRING DECISION

3.

They will then vote for the addition of item 4.d.vi from the model standing orders of April 2018 and if approved then vote for the respective Chairman of each committee.

Item 4d(vi) from the NALC model standing orders of April 2018 states:

“The Council may appoint standing committees or other committees as may be necessary, and shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee.”

AGREED

That the current Bewdley Town Council Standing Order 4d(vi) as at April 2018, which states “The Council may appoint standing committees or other committees as may be necessary, and shall permit a committee, sub-committee or working group to appoint its own chairman at the first meeting of the committee;” be replaced by Standing Order 4d(vi) from the NALC model standing orders of April 2018 and the following members were appointed the respective Chairman of each committee:

The Staffing Committee is to be chaired by Cllr Mrs E Davies, with Cllr Mr S Clee as vice-Chairman.

The Finance and General Purposes Committee is to be chaired by Cllr Mr S Clee, with Cllr Mr J Byng as vice-Chairman.

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MAYOR'S CONCLUDING REMARKS

There was some doubt whether the Town Council meeting scheduled for 6th August would proceed even if the Town Clerk returned to work on 1st August which was not certain, and it was therefore noted that it and other meetings scheduled for early August were likely to be cancelled.

It was also noted, with regard to making payments on time, that the correct procedure is contained in the Council's Financial Regulations.

All due business was completed by 6.50pm and the meeting was closed.

Signed..... Date.....
Mayor/Chairman

Reference item 1 (ii) share of the current P&R terms of reference to be split to the 2 new Committees

COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATION

AGREED BY FULL COUNCIL – 5TH FEBRUARY 2018

Note strikethrough items to be removed and if on a yellow background transferred to staffing

Red text amended or new text.

Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:-

- [a] The Town Council's approved Budget & Financial Regulations.
- [b] Any previous minuted decision of the Town Council.
- [c] Any matters reserved to the Town Council by law.

POLICY & RESOURCES COMMITTEE

The Policy and Resources Committee is the main ~~policy making~~ Committee of the Council **recommending policy to the Full** Council and considers the broad social and economic needs of the Town.

Membership : ~~8~~ **9** Quorum:3

Terms of Reference

1. To guide the Council in the formulation of its medium and long term aims and objectives.
2. To identify the need for new services.

3. To be responsible for allocating and controlling the financial ~~and human~~ resources of the Council.
4. To advise the Council on the distribution of functions between Committees and any major policy changes in the Council's management or administrative procedures.
5. To consider Council's revenue budget and recommend the amount of precept to be levied
6. To be responsible for the Council's capital budget and the works scheduled therein.
7. To be responsible for the collection of all revenue, ~~and advising or recommending to Council on~~ the raising and renewal of loans and insurance.
8. To be responsible for the banking, financial and accounting methods adopted by the Council.
9. To respond to consultative documents from government and other bodies other than those specifically allocated to other committees.
10. To consider the delegation of appropriate services to the Town Council from other authorities ~~and make recommendations to full Council.~~
11. To deal with applications for grants or assistance under the Council's Grant Award Policy and Small Grants Fund.
12. To consider and ~~set~~ ~~advise or recommend full council with regard to~~ corporate policy.
13. To deal with matters not normally dealt with or specifically referred to other Committees as directed by Council.
- ~~14. To determine the Council's staffing structure and establishment.~~
- ~~15. To determine the Council's policy on deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.~~
- ~~16. To determine and approve the establishment and grading of employees for the administration of the Council or operation of Council facilities not delegated to the Town Clerk.~~

STAFFING COMMITTEE

1. To be responsible for considering ~~the allocationing and controlling of~~ the human resources of the Council ~~and if approved administering them jointly with the Town Clerk.~~
2. To determine the Council's staffing structure and establishment for recommendation to full council.
3. To determine the Council's policy on deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.
4. To determine and approve the establishment and grading of employees for the administration of the Council or operation of Council facilities not delegated to the Town Clerk.
5. ~~The appointment, management, development, appraisal and discipline of employees within the Council's approved establishment in conjunction with the Town Clerk.~~
6. ~~The determination of need for staff to attend courses, seminars etc. Relevant to their position within the Council subject to budgetary provision.~~

DELEGATIONS

(3) Delegation to the Town Clerk

(a) Specific Delegations

The following list of delegations to the Town Clerk may, from time to time be further delegated to the Council's officers at the discretion of the Town Clerk **after agreement with the Staffing Committee.**

- (i) To be and carry out the functions of the proper Officer under the Local Government Act 1972; to arrange and call meetings of the Town Council and its Committees; and to implement decisions thereof.
- (ii) The general management of the Council's services in accordance with the policies determined from time to time by the Council and its Committees, including dealing with correspondence and handling complaints and requests for information.
- (iii) The management and letting of the Town Council's facilities.
- (iv) The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all buildings and equipment within the financial limit of the current revenue budget.
- ~~(v) The appointment, management, development, appraisal and discipline of employees within the Council's approved establishment in conjunction with the Town Clerk.~~
- ~~(vi) The determination of need for staff to attend courses, seminars etc. Relevant to their position within the Council subject to budgetary provision.~~
- (vii) The exercise of virement within the Council's budget with agreement of the Treasurer, according to need.
- (viii) Any action necessary in an emergency to protect the Council's property or assets or minimise its liabilities, subject to consultation where practicable with the Chairman of the ~~Policy & Resources~~ **Finance & General Purposes** Committee **and the Mayor** and to report back to the next appropriate Council meeting.

(b) The Council may from time to time **revise further** delegated action to the Town clerk in consultation with the appropriate Committee Chairman. Such delegation will be clearly minuted.