

CENTRAL SWINDON NORTH PARISH COUNCIL

Committee Structure

May 2018

1. Introduction

After twelve months of active implementation, the Parish Council needs to consider whether the existing committee structure is satisfactory. Councillors will need to consider how to organise the meetings of the Parish Council in the future and to confirm default venue for Parish Council meetings as '32 The Circle'.

2. Report Details

2.1 The Parish Council will need to consider the best days for it to conduct committees which suit as many members as practicable.

The Parish Council should meet on the same day of the week for their meetings and follow a pattern. I.e. second Tuesday of every month. The public will then know when to expect a Parish Council Meeting to take place. There can be exceptions for August & December.

2.2 The Parish Council may need to provisionally consider any meetings pertinent to a potential Leisure & Libraries Trust. I have currently included in the Leisure & Amenities Committee.

2.3 I have re-provided the existing Committee Structure and the main responsibilities of each Committee. From what is agreed, a draft Terms of Reference and Delegation Scheme will be drawn up for the following Parish Council Meeting to approve the 2018/19 structure.

2.4 Draft Committee Structure

Planning & Environment – Planning Application, Listed Building Consents & other Planning Documents
 Tree Preservation Orders
 Planning Appeals
 Planning Policy Documents
 Policing
 Highways
 Footpaths
 Street Furniture
 Transport

Finance & Staffing - Approve payments
 Monthly accounts
 Budget Reviews
 Bank accounts & investments
 Insurance
 Leases
 Land
 Office accommodation
 Staff Matters
 PR
 Grants

Leisure & Amenities - Allotments
Play Areas
Open Space
StreetSmart Contract
Youth Facilities
Arts
Tourism
Libraries (Library Trust management)

This is not an exhaustive list and there may be more items to add to the Committees.

- 2.5** As well as the Committees, there are currently two working parties. Working Parties can include representatives from other organisations and members of the public. There have been no requests for the establishment of further working parties received.

Current Working parties:

Allotment Working Party – This should include at least 1 allotment holders from each site and their task will be to resolve allotment issues and organise the annual Plot Holders Meeting.

Assets Working Party – The function will be to look at the assets portfolio as and when assets are received (or possibly disposed) by the Parish Council and formulate management to be approved by the appropriate Committee or Full Council, depending on the nature and importance of the asset.

Working Parties are organised when required by the Parish Manager and do not need to be included in the Calendar of Meetings, with the exception of the Annual Plot Holders Meeting.

3 Recommendations

- 3.1** That a decision is made on the day of the Full Council Meeting of the Parish Council for the next Municipal Year.
- 3.2** That the Committee Structure is approved and days/venue agreed for these meetings.
- 3.3** That the Working Parties be approved.
- 3.4** That a full Terms of Reference and Delegation Scheme be drawn up for approval at the next meeting of the Parish Council.