

A MEETING OF ALCESTER TOWN COUNCIL SCRUTINY COMMITTEE WAS HELD AT 10:00 p.m. ON THURSDAY 22nd APRIL 2010 AT GLOBE HOUSE, PRIORY ROAD, ALCESTER (ENTRANCE FROM SEGGS LANE)

PUBLIC PARTICIPATION

2 members of the public were present but declined to speak

Present

D Hancox (Chair), P Crabtree, Y Hine, R Leek, C Wright (Clerk)

1. Apologies

No apologies and reasons for absence had been received

2. Declarations of Interest

No declarations of interest were received

3. Minutes of Last Meeting

The Minutes of the meeting held 18th March 2010, having been Circulated were approved by all.

4. Terms of Reference

No recommendations to change any terms of reference had been received from committees.

5. Council Procedures

Chairman Cllr Hancox gave a report on the procedures relating to agendas and minutes stating:

The issue regarding sending the agendas by e-mail was considered following comparison of our procedure to the NALC Legal advice and by using a pdf document that included the clerks signature as an attachment to the e-mail was considered a secure manner. This should be made as a proposal to Full Council at the 11th May meeting and reviewed at every Annual Council meeting thereafter.

Regarding minutes he stated they should not be circulated until they had been approved at the next meeting of the committee or full council. A draft version should be made available to the chairs of committees to enable the verbal report given at full council by chairs of committees.

The NALC advice stated that when present Mayors or Deputy Mayors of Councils should chair the meetings of committees. Council however had determined they were ex officio members and for continuity an elected chair of a committee should remain even when the Mayor or Deputy Mayor is present.

Since the Freedom of Information publication scheme was adopted the council could charge for any information requested, however information was available free of charge on the website.

Under Data Protection the salaried amounts paid to workers should not be included in the list produced for council to approve as payment of accounts and the proposal was to put a cumulative total of wages at the bottom of the document, with no entry against each individual named.

Public Participation was only allowed during the allotted period before the meeting proper when standing orders prohibited participation from anyone other than Town Council members, this included invited visitors and District and County Councillors. It was proposed that the meeting should be closed before District and County Councillor reports were requested. It was accepted that dual hatted members of the Town Council should take part within the code of conduct. The agenda notice is to be revamped to suit this proposal.

The Chair reminded members from standing orders that, on interruption, the Chair of a meeting may ask for a member of the public to be removed, also that 'experts', ie non elected community champions, cannot sit on full council but can advise committees.

To review the procedures and principles of proposals to council.

6. Audit Reports

The Clerk reported no correspondence from Internal and External Auditors.

7. Complaints

The Clerk reported no relevant complaints by Council Members or the public regarding Town Council activities

8. Committee Projects, Procedures and Structures

The clerk gave a brief overview of existing Council Led Projects, which included the MUGA, the Natural ply area and the pavilion extension.

The clerk also gave a brief overview on future projects stating that feasibility studies must be done on community issues to enable section 106 funding to be applied for as and when housing developments such as Kinwarton Farm Road and Allinmore Lane start to become a reality.

The clerk stated the roles of Scrutiny Members on other committees, would remain on the agenda as roles were fluid and constantly changing. The Chair reiterated it should not include chairs of committees or members of other Councils.

9. Proposal to Council

The following proposals requiring Full Council Approval were agreed.

- a. Councillors should receive signed Notices of Meetings as an e-mail pdf attachment and that this should be reviewed as a proposal at the Annual Council Meeting or the following meeting.
- b. Actual workers salaries should not be included against their names for the approval of payment of accounts, but summarised as a cumulative total at the end.
- c. In accordance with standing orders, Public Participation is allowed immediately before the full council meeting, however the Full Council meeting should only allow participation by Town Councillors during the meeting and the meeting should close before District and County Councillors reports. It is proposed that the agenda is modified to reflect this.
- d. To amend Standing Orders to state 'Mayor and Deputy Mayor' to be ex officio members of every committee except Scrutiny.

10. Scrutiny Meetings

Date of Next Meeting To Be 4th May at 6:30p.m.immediately before the Annual Meeting.