

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY JULY 11th 2023

Item 12 – Changes to the Terms of Reference for the Council's Advisory Committees

BACKGROUND

Over the last few years it has been necessary to re-arrange a number of Advisory Committee meetings as a result of the number of voting member able to attend being less than that required to constitute a quorum.

SOLUTION

To hopefully overcome this issue, I am suggesting that the Terms of Reference for all five of the Advisory Committees are amended to increase the voting membership of each Advisory Committee to a minimum of four and a maximum of five councillors and at the same time raise the quorum for the Media & Publicity Advisory Committee to three voting members to bring it in line with the other four Advisory Committees.

Any additional voting members required by any of the Advisory Committees to comply with the new minimum/maximum numbers will be able to put themselves forward once the two recommendations below are approved.

RECOMMENDATION

1. That the Parish Council approves the additions (in red) and the removals (~~struck through~~) shown in Appendix 1 to this report.
2. Subject to the approval of recommendation 1 any councillors, who wish to join any of the Advisory Committee with vacancies are invited to put themselves forward for selection. Voting will be in accordance with Standing Order 8 which reads as follows:-

“Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.”

Note: The vacancies required to be filled *subject to recommendation 1 being approved would be as follows:-

	<i>To achieve minimum</i>	<i>To achieve maximum</i>
Finance –	None	One
Five Year Plan	None	One
Flooding	None	One
Media & Publicity	One	Two
Personnel & Governance	One	Two

David Rigby
Clerk to Copythorne Parish Council
June 28th 2023

APPENDIX 1

Suggested amendments to the “members” section of the Terms of Reference for the Parish Council’s five Advisory Committees are set out below:-

FINANCE ADVISORY COMMITTEE

Members

- Voting Membership of the Committee shall comprise the Chairman of the Council; the Vice Chair of the Council; and **a minimum of two/maximum of three** ~~two~~ other Councillors elected annually by the Council at the Annual Parish Council Meeting in May
- The Clerk (in their role as Responsible Financial Officer is a non-voting member).
- The voting members of the Finance Advisory Committee will elect a Chairman annually
- Membership of Committees may be changed at any Council meeting.
- Councillors may be co-opted to join during year if authorised by Council.
- **Due to the nature of items to be discussed, non-councillors will not be invited to join the Finance Advisory Committee.** ~~Non-Councillors may be invited to join the Committee. These persons do not have a right to vote or to move or second a motion.~~
- Three voting members shall constitute a quorum for meetings.

FIVE YEAR PLAN ADVISORY COMMITTEE

Members

- Voting Membership of the Five Year Plan Advisory Committee shall comprise **a minimum of four/maximum of five** ~~four~~ Councillors elected annually by the Council at the Annual Parish Council Meeting in May.
- The Clerk (in their role as Responsible Financial Officer is a non-voting member).
- The voting members of the Five Year Plan Advisory Committee will elect a Chairman annually.
- Membership of the Five Year Plan Advisory Committee may be changed at any Council meeting.
- Councillors may be co-opted to join during year if authorised by Council.
- Non-Councillors may be invited to join the Five Year Plan Advisory Committee. These persons do not have a right to vote or to move or second a motion.
- Three voting members shall constitute a quorum for meetings.

FLOODING ADVISORY COMMITTEE

Members

- Voting Membership of the Flooding Advisory Committee shall comprise **a minimum of four/maximum of five** ~~four~~ Councillors elected at the Annual Parish Council Meeting each May.
- The voting members of the Flooding Advisory Committee will elect a Chairman annually.
- Membership of the Flooding Advisory Committee may be changed at any Council meeting.
- Councillors may be co-opted to join during year if authorised by Council.
- Non-Councillors may be invited to join the Flooding Advisory Committee. These persons do not have a right to vote or to move or second a motion.
- Three voting members shall constitute a quorum for meetings.

MEDIA & PUBLICITY ADVISORY COMMITTEE

Members

- Voting Membership of the Media and Publicity Advisory Committee shall comprise **a minimum of four/maximum of five** ~~three~~ Councillors elected at the Annual Parish Council Meeting each May.
- The voting members of the Media and Publicity Advisory Committee will elect a Chairman annually.
- Membership of the Media and Publicity Advisory Committee may be changed at any Council meeting.
- Councillors may be co-opted to join during year if authorised by Council.
- Non-Councillors may be invited to join the Committee. These persons do not have a right to vote or to move or second a motion.
- **Three voting members shall constitute a quorum for meetings** ~~Two voting members shall constitute a quorum for meetings, with both in agreement for any proposal being put to Council.~~

PERSONNEL & GOVERNANCE ADVISORY COMMITTEE

Members

- Voting Membership of the Personnel and Governance Advisory Committee shall comprise **a minimum of four/maximum of five** ~~four~~ Councillors elected at the Annual Parish Council Meeting each May.
- The voting members of the Personnel and Governance Advisory Committee will elect a Chairman annually.
- Membership of the Personnel and Governance Advisory Committee may be changed at any Council meeting.
- Councillors may be co-opted to join during year if authorised by Council.
- Due to the nature of items to be discussed, non-councillors **will** ~~may~~ not be invited to join the Personnel and Governance Advisory Committee.
- Three voting members shall constitute a quorum for meetings.