

COPYTHORNE PARISH COUNCIL MEETING TUESDAY SEPTEMBER 8TH 2020

Item 14. Amendments to Advisory Committee Terms of Reference

BACKGROUND

You will recall that at our last Council meeting on July 14th 2020 I advised that members of the public were entitled to have access to the meetings notes for our Advisory Committees and also to attend (but not participate) in those meetings.

I concluded my report by setting out five actions that were required as follows:-

1. Notes of all previous Advisory Committee Meetings will (subject to redaction of any confidential matters) be placed on our website (under a new tab within the "Meetings" section).
2. Meeting dates for future Advisory Committee Meetings will be published on our website (as above).
3. Public attendance (but not involvement, unless agreed by Council) will be allowed in accordance with the Local Government Act 1972 (s.100).
4. Notes of all future Advisory Committee Meetings will be placed on our website (as above).
5. I will review the Terms of Reference for all Advisory Committee and bring forward for adoption at our next Council meeting on September 8th 2020 amendments to reflect the above requirements.

PRESENT POSITION

In an e-mail to all members on July 30th 2020 I advised that actions 1, 2 and 3 had been completed and arrangements put in place to ensure that action 4 was also addressed. Additionally, I indicated that the review of the Terms of Reference ("ToRs") outlined in action 5 was underway. This review has now been completed.

There are three points under the "Meetings" heading for each of our Advisory Committees that need to be amended. These are:

- *As an Advisory Committee public notice of meetings or public admission to meetings is not required.*
- *Agendas are to be distributed by the Chair of the "xx" Advisory Committee at least five working days prior to any meeting to all its members and to the Clerk of the Council. The Clerk is to distribute a copy at least three working days prior to the meeting to all Councillors who are not members.*
- *As an Advisory Committee full minutes of meetings are not required. The Chair of the "xx" Advisory Committee is however required to forward to the Clerk of the Council notes of its meetings within five working days of any meeting. These will then be distributed to all Councillors for their information within seven working days of the meeting.*

PROPOSAL

My proposal for each of the above for all of our Advisory Committees going forward is as follows:-

- *In accordance with the Local Government Act 1972 (s.100) the public are able to attend and observe meetings of the "xx" Advisory Committee but do not have the right to participate (unless invited to do so by the Chairman of the meeting). Dates of meetings will be published on the Council's website.*
- *Agendas are to be prepared by the Clerk in consultation with the Chair of the "xx" Advisory Committee and distributed to all members of the Council at least five working days prior to any meeting. The Clerk is to arrange for a copy of the agenda to be added to the Council's website at least three working days prior to any meeting.*
- *The Clerk (or in his absence from the meeting an appointed member of the "xx" Advisory Committee) is - within five working days of the meeting - to forward to the Chairman of the "xx" Advisory Committee notes of the meeting for approval. The approved notes are to be distributed to all members of the Council within seven working days of the meeting. A copy is also to be published on the Council's website at the same time.*

David Rigby

Clerk to Copythorne Parish Council

August 20th 2020