



Brixham Town Council

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Town Clerk: Mrs Tracy Hallett

Report Number	28-2021	Date	8 th April 2021
Report Type	Public	Meeting	Evaluation
Contact Officer	Tracy Hallett	Job Title	Town Clerk
Report Title	Meeting start times and schedule for the forthcoming year		

Purpose of Report

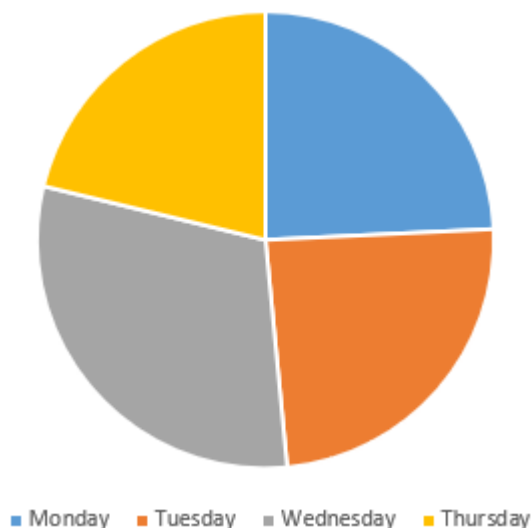
The Council has recently adopted a Scheme of Delegation which will come into effect at the annual meeting in May. This will see a reduction in committees with three amalgamating to one.

In addition, a poll has recently been carried out with Councillors on their availability for Full Council meetings based in a normal year. The results of which will be outlined in this report.

Poll

Question: Based on a “normal” year, please advise which days you are available for Full Council to meet.

Results:



Monday: 8
Tuesday: 8
Wednesday: 10
Thursday: 7

10 Councillors responded to the poll.

It should be noted that the Town Clerk also took part in the poll.

As you will note, Wednesday is the most popular day. Torbay Council’s meetings are usually held on a Thursday. The above results meets the Town Councils desire to include Torbay Ward Councillors at their Full Council meetings.

Meeting Start Times

Historically the Council have commenced their meetings at 7pm. However, during the past 12 months, meetings have been held at 2pm.

Full Council

With the need to return to face to face meetings from May, it is not considered that a 2pm meeting will be practical and therefore there is a need for the Council to commence evening meetings at that time. However, there is nothing in law to state that it has to be held at 7pm and it is considered that the Council could change the start time to 6pm.

It is envisaged that this will still meet the requirements of most working Councillors. It will enable Officers to utilise the flexible working policy by starting slightly later in the day and work through until the meeting has finished.

Committee Meetings

It is recognised that evening meetings will not benefit all Councillors and therefore the Council should consider whether there is an opportunity of holding a minimum of one committee during the day to ensure that the Council is inclusive of the availability of all of its Councillors. It is considered that the Council could hold committee meetings at 3pm.

Meeting Frequency

Full Council

Historically, these meetings have been held approximately every six weeks. However, factors such as Torbay Council meeting dates are considered and therefore it is not always possible to hold meetings every six weeks. Invariably, this meant that meetings have been held anytime within a four to six week timeframe.

The Scheme of Delegation has already outlined that meetings should be held monthly. It is considered that meetings should be more structured and therefore it is suggested that they are held on the second Wednesday of a month excluding August.

Committee Meetings

The Scheme of Delegation has already outlined that meetings should be held as follows:

Committee	Frequency	Historical Information
Finance and General Purposes	Monthly	Monthly on first Wednesday of month
Planning and Regeneration	To be determined	Monthly on a Monday prior to Torbay Council's Planning meeting
Community and Environment	Bi-monthly	Six weekly on a Monday

Again, historically all committee meetings have been held at 7pm with the exception of the Town Hall Committee which was held at 10am.

Suggested changes

Committee	Frequency	Proposed day	Proposed start time
Finance and General Purposes	Monthly	Third Wednesday of month	3pm *
Planning and Regeneration	Monthly	First Monday of month	6pm
Community and Environment	Bi-monthly	Fourth Monday of month	3pm

*There are times when the Facilities Manager is asked to attend meetings to facilitate the clerk of the meeting with maintenance recommendations and the time has been based around their working hours rather than them accrue unnecessary TOIL.

Recommendations

Meeting	Frequency	Proposed day	Proposed start time
Full Council	Monthly	Second Wednesday of month excluding August	6pm
Finance and General Purposes	Monthly	Third Wednesday of month	3pm
Planning and Regeneration	Monthly	First Monday of month	6pm
Community and Environment	Bi-monthly	Fourth Monday of month	3pm