

PROPOSAL TO CHANGE THE SCHEDULE OF COMMITTEE MEETINGS

In April 2017 *Policy & Process Committee* proposed reducing the number of meetings for Council and committees to once every two months – alternating Council one month/Committees the following month. The proposal for Council meetings was adopted, but Committees decided to continue to meet monthly.

The intention behind the proposal was to improve the work/life balance for committee members and reduce the heavy administrative work load for Council staff.

Six months on, and it is clear this change (as amended) has not had the desired impact, if anything it makes the report back to Council more complicated. *Policy & Process Committee* have considered reverting to the old schedule of Council meeting monthly, but on balance propose that we should try holding Committee meetings once every two months, with the proviso that Chairs may, in consultation with the Town Clerk, call additional meetings to deal with urgent business.

After liaising with the office staff, a proposed new schedule of meetings has been drawn up to balance out the number of meetings each month, reducing the administrative burden on staff and allowing more time for the many allocated actions to be completed.

Council are asked to consider trying this new schedule.

PROPOSED MEETINGS SCHEDULES FOR 2017/18 and 2018/19

2017-18	DEC	JAN	FEB	MAR	APRIL
ENVIRONMENT 1 st Tuesday		2		6	
EVENTS 2 nd Tuesday		9		13	
FULL COUNCIL Budget setting		8			
FULL COUNCIL 4 th Monday		22		26	
P&P 2 nd Monday	11		12		9
COMMUNITY 3 rd Tuesday	19		20		17
CEMETERY quarterly		19 3pm			19 7pm
FINANCE SCRUTINY quarterly		30			24

2018-19	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL
ENVIRONMENT 1 st Tuesday	1		3		4		6		8		6	
EVENTS 2 nd Tuesday	8		10		11		13		15		13	
FULL COUNCIL Budget setting									14			
FULL COUNCIL 4 th Monday	21		23		24		26		28		26	
P&P 2 nd Monday		11		13		8		10		11		8
COMMUNITY 3 rd Tuesday		19		21		16		18		19		16
CEMETERY quarterly		28 7pm			20 7pm			7 3pm			29 3pm	
FINANCE SCRUTINY quarterly			30			29			28			29