

**1 Background**

- 1.1 Rugeley Town Council currently has four committees: Planning; Finance and Management; Rose Theatre; Festival. At the Full Council meeting on 3<sup>rd</sup> May, it was agreed that the membership and terms of reference for these committee would be looked at. When Rugeley Town Council has a full complement of councillors, there are 19 councillors. At present there are 18 councillors. Councillors were asked to state which committee they wished to sit on and the requests have been taken into consideration.

**2 Proposed Committee Structure**

- 2.1 Following consultation with all Councillors, it is suggested that the following changes to representation be made:

<b>Planning</b>	<b>F and M</b>	<b>Rose Theatre</b>	<b>Festival</b>
Cllr P Ansell	Cllr R Alexander	Cllr R Alexander	Cllr D Gaye
Cllr B Dipple	Cllr P Ansell	Cllr P Ansell	Cllr G Grant
Cllr C Green	Cllr A Cooney	Cllr A Cooney	Cllr M Grocott
Cllr D Hancock	Cllr B Dipple	Cllr B Dipple	Cllr P Hancock
Cllr I Hodgson	Cllr G Grant	Cllr D Gaye	Cllr I Hodgson
Cllr S Rose	Cllr I Hodgson	Cllr C Green	Cllr R Jones
Cllr G Turner	Cllr R Jones	Cllr S Whitehouse	Cllr S Rose
Cllr J Winter	Cllr C Panter-Hood	Cllr J Winter	Cllr S Whitehouse
	Cllr Stanley	Cllr M Grocott	Cllr D Hancock
8 Members This stays as it was	9 Members Two members have stepped down	9 Members One Member has been added	9 members One Member has been added

**3 Matters for Consideration**

- 3.1 There are few guidelines available to assist councils in establishing and operating committees. It seems that the manner in which they operate, their remit and powers etc. are to be determined by individual committees and ratified by Full Council.
- 3.2 Councillors should consider the current approval of minutes and/or the ratification of minutes by Full Council. In order to speed up the actions of the Town Council, if delegated authority were to be given to the committees, only key decisions or funding requests which are outside of the allocated budget heading would need Full Council approval.
- 3.3 In the precept for 2017/2018, £40,000 was identified for project development. At present there are no projects determined and full council will need to determine these projects. Council may want to consider delegating this funding to the various committees. Councillors may wish to consider changing the name of the Festival Committee to Community Engagement Committee to reflect their remit.

- 3.4 Councillors may wish to consider setting a limit for how many committees each councillor sits on. This varies from 1 to 3 committees at present. In addition Councillors may wish to consider the maximum number of councillors sitting on a committee as being 9 Members but this can be changed at the Annual Meeting.
- 3.5 Councillors may wish to consider co-opting individuals (reps not from the council), to offer advice / support / knowledge etc. in particular matters.

#### **4 Terms of Reference**

- 4.1 Attached is a draft Terms of Reference paper for the suggested 4 committees of Rugeley Town Council. Should Councillors agree to the TOR, they should be formally approved.

Approved at Council on 7 June 2017