



Finance and Administration Committee – 13 June 2019

Agenda Item FA1452/19

Review of Working Groups in 2018/19

Introduction

Previously the composition of Working Groups has been reviewed at the Council meeting in June each year. With the adoption of the amended Standing Orders, the reduced frequency of Council and F&A meetings, and the election of a new Council, it may be helpful to review the current working groups at the F&A on 13 June 2019 before determining the priorities at Council on 25 July 2019.

Discussion

On 28 June 2018 the Council had seven Working Groups and resolved their composition as follows:

- Land Transfer (Cllrs Cole, Edmunds, **Mitchell** & Vassiliou.)
- Council Workings (Cllrs Gallagher, Kaur & **Mitchell**.)
- Neighbourhood Plan (Cllrs Gallagher & **Mitchell**.)
- Strategic Business Plan (Cllrs Benner, **Cole** & Gallagher.)
- Community Infrastructure Levy (Cllrs Benner, Cole, Gallagher, Hobbs & **Mitchell**.)
- Youth Project (Cllrs Gallagher, Hollands & **Vassiliou**.)
- Renewal of Council Building (Cllrs Gallagher, **Hobbs** & Montague.)

It agreed to form two new Groups looking into the organisation and delivery of the Council's Christmas Market and how best to plan for the election in 2019:

- Christmas Market (Cllrs Benner & **Mitchell**.)
- Election Planning (Cllrs **Benner**, Cole, Gallagher & Kaur.)

On 20 December the Council agreed to form a further Group to aid in the production of the 2018/19 Annual Report.

- 2018/19 Annual Report (Cllrs Benner, Cole, **Gallagher** & Mitchell.)

On 28 February 2019 the Council agreed to form a new Group to plan for the 2019 New Year's Eve firework display and added the future of the Red Cross building to the remit of the Land Transfer Group.

- New Year's Eve Fireworks (Cllrs Hobbs, **Montague** & Wallington)

We now have eleven Working Groups, some with overlapping interests, some of which have completed their original remit, others which appear to have made little or no progress over the past year.

The current Standing Orders do not set out any specific requirements for Working Groups. In particular there are no requirements for monitoring and reporting the activities and progress (or otherwise) of Working Groups.

Recommendations

1. The following groups, which have substantially completed their original remit, are wound up:
 - Council Workings
 - Neighbourhood Plan

- Election Planning
2. The following two groups, which appear to have overlapping interests, are merged and report to Council [*through the F&A committee*]:
 - Land Transfer (including Red Cross building)
 - Renewal of Council Building.
 3. Responsibility for CIL money be transferred to the P&D committee and the CIL group be wound up.
 4. The New Year's Fireworks Group reports to the LEE committee and continues its work to completion.
 5. Responsibility for the Christmas Market and the Youth Project be transferred to the LEE committee and the two groups be wound up.
 6. Responsibility for Strategic Planning and the production of the Annual Report be transferred to the F&A committee and the two groups be wound up.
 7. In future there is a standing item on each committee's agenda to review the progress of the continuing working groups and the specific topics transferred to them.

Cllr Andrew Gallagher
03 June 2019