

REVIEW AND APPOINTMENT OF COMMITTEES

AGENDA ITEM No. 11

MEETING: ANNUAL COUNCIL MEETING

DATE: 13TH MAY 2026

REPORT: TOWN CLERK

1.0 Purpose of the Report

1.1 The purpose of the report is to set out the considerations for the Council on the process for the appointment of Members to Committees, Sub-Committees and Working Groups for the 2026/27 municipal year.

2.0 Appointment of Committees

2.1 The Council oversees its services and undertakes many of its duties and functions through Committees.

2.2 The Council currently has three main committees:

- Recreation Committee - (Current numbers are 26 Members plus the Mayor and Deputy Mayor as Ex-Officio)
- Environment Committee - (Current numbers are 26 Members plus the Mayor and Deputy Mayor as Ex-Officio)
- Policy and Resources Committee - (Current numbers are 26 Members plus the Mayor and Deputy Mayor as Ex-Officio)

2.3 Please note that the law requires that the number of members on a Committee must be less than the Full Council membership (30 Members). The maximum number of members on a committee would therefore be 29 including the Mayor and Deputy Mayor as ex-officio.

2.4 The Council can appoint further Committees as deemed necessary at an Annual General Meeting, subject to setting their terms of reference and powers and duties and documenting these in Article 2 and 3 of the Constitution – Committee Structure and Powers and Duties of Committees.

2.5 The existing Committees are reappointed each year at the Annual Meeting.

2.6 The Council will decide at Agenda Item No. 12 to adjourn the Annual Meeting temporarily by virtue of Standing Order 5(a)(xxvi) and Standing Order 15(p) to enable special meetings of each Committee to take place.

2.7 The Chairman and Vice-Chairmen of the Recreation Committee, Environment Committee and Policy and Resources Committee are appointed at these first meetings.

2.8 As per Standing Order 2 j (viii), the Chairman of the Council presides during the adjournment until the appointment of the Chairman of the relevant Committee, who then assumes the chair and conducts the business of that meeting, before handing back to the Chairman of the Council.

3.0 Appointment of Sub-Committees and Working Groups

- 3.1 Each Committee of the Council currently has a number of Sub-Committees or Working Groups reporting to them, as highlighted below:-

Environment Committee

Planning Sub Committee

Recreation Committee

Events Sub Committee

Santa Tours Sub Committee

Golf Working Group

Policy and Resources Committee

Personnel Sub Committee

Personnel Appeals Sub Committee

General Appeals Sub Committee

Audit, Risk and GDPR Sub Committee

Pre-School Sub Committee

Asset Management Sub Committee

Service Review Sub Committee

Member Appeals Panel

- 3.2 As highlighted earlier, Special Meetings of each Committee will take place at Agenda Item 12, via a temporary adjournment of the Council Meeting.
- 3.3 Following the appointment of the Chairman and Vice Chairman of each Committee, these first committee meetings will then appoint those Sub-Committees or Working Groups which report to each Committee, agree the numbers of members on each, and receive nominations.
- 3.4 The Committee may decide to appoint further Sub-Committees and Working Groups as deemed necessary, subject to setting their terms of reference and powers and duties and documenting these in Article 2 and 3 of the Constitution – Committee Structure and Powers and Duties of Committees, or to delete existing Sub-Committees and Working Groups.
- 3.5 Only those members who have been appointed to a relevant Committee can vote on the formation of that Committee's Sub-Committees or Working Groups.
- 3.6 The Chairmen and Vice-Chairmen of these Sub-Committees and Working Groups will be appointed at their first meetings, whenever these take place.
- 3.7 Please note that the Council has already agreed at the Santa Tours Sub Committee Meeting on 3rd March 2026 that *"the public and volunteer representatives on the Santa Tours Sub-Committee remain in place for the rest of the year for continuity, regardless of any changes to the councillor members at the forthcoming Annual General Meeting"*.

4.0 'Ex-Officio' Members

- 4.1 As per the Council's Standing Orders, the Mayor and Deputy Mayor are, by reason of their office, members of all Committees and Sub-Committees, except for the Personnel Sub-Committee and Personnel Appeals Sub-Committee.
- 4.2 The Mayor *or* Deputy Mayor will be a member of the Personnel Sub-Committee and the Mayor *or* Deputy Mayor will be a member of the Personnel Appeals Sub-Committee, but neither shall be a member of both.

5.0 Outside Bodies

5.1 A list of the outside bodies to which the Council currently nominates councillor and officer representatives is included at Agenda Item 16 and gives details of the numbers of Members and officers that the Council can nominate to each outside body.

6.0 Policy Implications

6.1 The review and appointment of Committees, Sub Committees and Working Groups conforms to Aim No. 1 of the Council's Strategic Aims:-

'To provide good quality governance and management of the Council'.

7.0 Staffing Implications

7.1 None

8.0 Financial Implications

8.1 None.

9.0 Crime and Disorder Implications

9.1 None.

10.0 Equal Opportunities Implications

10.1 None.

11.0 Environmental, Biodiversity and Climate Change Implications

11.1 None.

12.0 Risk Assessment

12.1 It is not considered that the matters contained in the report pose a risk to the public standing of the Council to a degree that a risk assessment should be appended to this report.

13.0 General Data Protection Regulations (GDPR)

13.1 Is any personal or sensitive data required for this proposal which may have any implications for GDPR? **NO**

14.0 Recommendations

14.1 It is recommended that Members:-

- Receive the information in this report.
- Consider whether it wishes to appoint any additional Committees, subject to setting their terms of reference and powers and duties and documenting these in Article 2 and 3 of the Constitution – Committee Structure and Powers and Duties of Committees.
- Consider whether it wishes to amend the numbers on the existing Committees; and then
- Proceed as per the Agenda with Special Meetings of each Committee.