

## CLERK'S REPORT

### FINANCE & GENERAL PURPOSES COMMITTEE

15<sup>TH</sup> JUNE 2015

#### SLCC MINUTES & AGENDA'S TRAINING COURSE – 3<sup>RD</sup> JUNE 2015.

Following the above training course there are many changes the Council needs to agree regarding the format of agenda's, minutes, permanent records, part two procedure, archiving, committee delegated powers, resolutions and ratification of minutes. These are not bound by legislation (with the exception of committee resolutions) but do require discussion.

#### .1 Full Council Agenda's

The reports from: Police, Cornwall Councillors and Looe Community Academy should all be done in the Public Participation provision (no longer than 5 minutes as per our S/O's) BEFORE THE START OF THE FORMAL AGENDA. Members of the Public must submit their issue in writing three working days before the meeting to allow time for investigation and a reply formulated. If no written request is received, the issue is just noted and referred to the relevant Committee for discussion and Resolution.

The Committee part of the Agenda should read: "To Review and note the Resolutions of the following Committees" – the resolutions made by Committees cannot at this stage be reversed or referred back for further discussion, once a Committee has made a resolution it is then subject to S/O No: 8a and 8b.

#### .2 Minutes

There is no necessity for Councillors proposing and seconding a vote to be named, the Chairman must inform Councillors before a vote is taken that if they wish to have their name recorded they must inform the Clerk **before** the vote is taken.

Minutes of Committee Meetings are ratified at the next Meeting of that Committee and not Full Council.

Each page of the Minutes to be initialled with the final page having the full signature and date.

#### .3 Part Two

When a meeting goes into Part Two the public Minutes should just state the matter to be discussed and a generic line for the outcome of the Part Two discussion. The discussion paper should then be put into the relevant file i.e. staff file, toilets etc and not into the public files. There is no requirement to keep the discussion paper in the permanent file.

#### .4 Apologies

Apologies should be made to the Clerk by lunchtime on the day of the meeting giving reasons for absence, the Agenda's should read: "To receive apologies and resolve to accept the given reason for absence" (The reasons do not need to be minuted but are kept for the Clerk's records).

#### .5 Six Month Rule

It is best practise to remind Councillors after 5 months of absence that they need to provide good reason for continued absence (which has to be accepted by Full Council) or attend a meeting.

#### .6 Archiving

As we have nowhere secure to keep the permanent records of meetings it is advisable to send them to the Archive Centre in Truro – how many years do the Council wish to keep records in the office for bearing in mind that they are available electronically?

#### .7 Mayor and Deputy Mayor

They are **both** ex-officio members of every Committee and have full membership and voting rights. There is nothing to prevent either of them becoming Chair or Vice-Chair of any Committee (see SLCC information tabled).

#### .8 Councillor e-mail addresses

All Councillors should have a specific LTC email address or .gov.uk address. Personal email addresses should NOT be used because should a Freedom of Information Request be made the entire content of their personal computer will be investigated.

#### .9 Annual Town Meeting and Annual Council Meeting

The Annual Town Meeting takes places anytime between April and June and is convened by the Mayor who can hold this Meeting on his own should he wish to do so this is where he would give his Annual Reports and make his presentations, this is entirely at the discretion of the Mayor and can continue to be done alongside the Mayor Making as we do now.

The Annual Council Meeting is always the first Full Council Meeting after the Mayor Making where all Council policies, risk assessment, Council Calendar, Committee members etc etc are reviewed and agreed.

#### 10. Committees

The Mayor should Chair every first Committee Meeting following Mayor Making until a Chairman is elected to each Committee.