

Swaffham Town Council

Discussion document for Review of Full Council & Committees

Recreation & Community Services Committee

Proposed amalgamate with Estates, Heritage, Town Hall & Maintenance Committee.

On analysing the Terms of Reference for the Recreation committee there are some items that cross reference to the other committees, in particular Estates and Maintenance.

As S106 encompasses Open Spaces and Street Lighting, it would make sense to discuss all these items under one agenda; Street Lighting and maintenance is currently within Estates Committee and Open Spaces are in Recreation Committee.

To facilitate these 2 committees joining up, the Heritage Museum part of the Estates Committee would have to be extracted and a separate subcommittee formed. Propose that 2/3 meetings per year to meet with representatives of the Museum to provide and maintain sufficient communication.

Benefits:

Costs reduced and improved efficiencies.

Duplication of discussion removed, particularly for S106 items.

Communication channels with the Heritage Museum remain, but with solely dedicated meetings.

Meeting frequency:

Bimonthly meetings

Estates, Heritage & Maintenance Committee

See notes for Recreation Committee **Proposed amalgamate Recreation with Estates Committee.**

New committee title could be:

- Recreation, Estates and Community Services (RECS)
- Estates and Recreation (EAR)
- or any combination desired...

Benefits:

See notes for Recreation Committee

Meeting frequency:

Change to Bi-monthly

TAEC

Proposed minor change of title to: Transport & Environment Committee

Following discussion with the chair of TAEC, this committee has a Swaffham Green Town project as part of its Strategic Plan, the title of Transport & Environment would reflect this.

Benefits:

Simplified title to reflect focused projects.

Meeting frequency:

Bi-monthly

Planning & Built Environment

Currently monthly, to ensure comments are sent to Breckland within the required cycle.

The title of this committee is Planning and Built Environment; to follow the NP policies Objective 1 and 2 should agendas include discussion on housing and developments; design and quality and conservation issues?

Benefits:

More meaningful discussions at Planning meetings, which dial into the Neighbourhood Plan Policies, and to the Community Action Projects agreed in this document.

Meeting frequency:

Monthly

Markets Management Committee

Changed in 2020 from Markets, Events & Tourism.

Benefits:

Cost savings from staff time and overheads

Meeting frequency:

Change to Bi-Monthly

HR & Governance

Change from 4-year appointments of councillors to annually to be compatible with all other committees.

Benefits:

Compatibility with other committees

Provides opportunities for more councillors to be involved in this committee

Meeting frequency:

Bi-monthly

Full Council

Analysing some of the agendas for Full Council meetings, some items could be delegated to committees, therefore a more structured agenda could be considered for Full Council meetings that would concentrate on priorities and with reports/minutes from each Committee for agreement.

Should Full Council meetings move to Bimonthly but allow for 4 additional Extraordinary meetings/ Informal single agenda discussions e.g., as for the Assets Review and Barn Tenders.

Should consideration be given to changing start time of evening meeting to 6.00 pm; again, saving staff costs, whilst allowing for working councillors to attend?

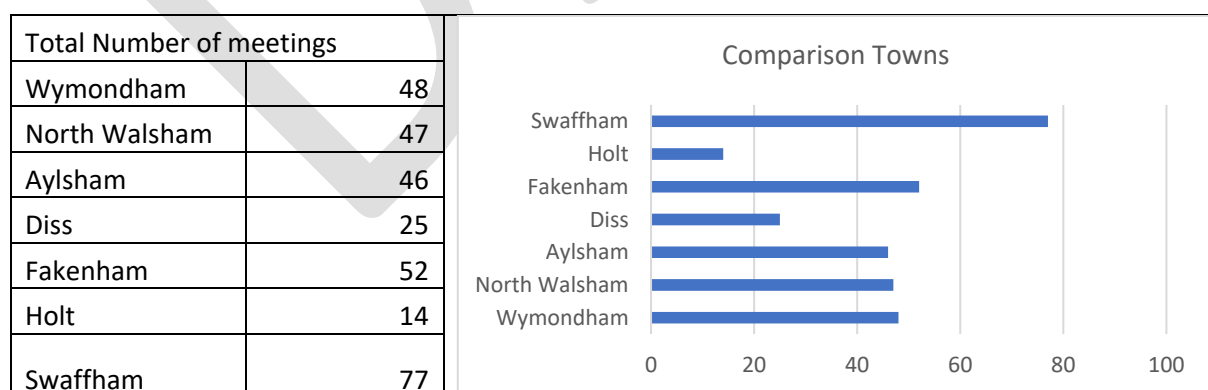
Benefits:

Cost savings and improved efficiencies: overtime costs, room hire and utilities.

Delegation to Committees, helps to improve efficiency and promotes tasks being achieved.

By the inclusion of 4 Extraordinary meetings, this allows for in depth discussion for some of the many projects currently in situ.

Comparison Towns Data



Meeting frequency:

Proposed change from monthly to Bimonthly

Council & Committees Meetings frequency

Committee/Council	Current meetings per year	Proposed meetings per year
HR & Governance	6	6 same
Recreation & Community Services	6	New committee formed from two existing. 6 meetings – reduced by 4 overall
Estates, Heritage & Maintenance Committee	4	
Markets Management Committee	12	6 decreased
Planning & Built environment	12	12 same
Transport & Environment Committee	12	6 decreased
Full Council	12	6 decreased
Full Council Extraordinary/single subject discussions	9	6
Finance Full Council	4	4 same
Totals	77	52