



CUCKFIELD PARISH COUNCIL

Queen's Hall, High Street, Cuckfield, RH17 5EL



Committee Meeting Report

Item 17: Cuckfield Parish Council Committee Structures for 2020-21

In 2019 a Council Healthcheck was undertaken by David Carden. One of the recommendations made was to try and reduce the number and frequency of Committee meetings, as follows:

Recommendation 4: To review the number and frequency of Committee meetings.

It is proposed that the number and frequency of Committees are amended as follows:

- i) Council to meet bi-monthly (6 meetings per annum) – **Implemented.**
- ii) Finance and General Purposes Committee to meet 4 times per annum and be comprised of the Chair and Vice-Chair of the Council together with the Committee chairs – **Reduced to 2 meetings per year.**
- iii) A Human Resources Committee be established and should meet once per annum to review staff contracts, the Clerk's Appraisal, terms and conditions of employment, review resourcing levels etc. Additional meetings will be as required for matters such as recruitment, grievances etc. The Committee to comprise of 3 councillors – **Implemented.**
- iv) The Roads and Traffic Committee be disbanded and its responsibilities be merged into the Planning Committee's remit. The Planning Committee will continue to meet every three weeks and comprise of 5 councillors – **Not implemented, Roads & Traffic Committee remained separate.**
- v) Create a new Committee called Community, Assets and Environment to replace the Estates, Environment & Wellbeing and Community Buildings Committees. This will deal with community development, environment, maintenance of assets and major projects. The committee to comprise of 5 councillors – **Implemented.**

The above recommendations have been in place for the past year, and the following observations have been made:

- The ACE Committee is too large. The range of items for discussion creates large agendas and long meetings.



- The Roads & Traffic Committee meeting only twice a year is not frequent enough, however scope of this committee is small.

Recommendations

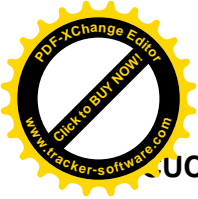
Taking on board the above feedback, I propose the following changes are implemented for 2020-21:

- i) Continue to hold 6 Full Council meetings per year.
- ii) Retain the HR Committee to meet once per year to review staff contracts, the Clerk's Appraisal, terms and conditions of employment and review resourcing levels etc. Additional meetings will be as required for matters such as recruitment, grievances etc. The Committee to comprise of a minimum of 3 councillors.
- iii) Finance and General Purposes Committee to meet 2 times per annum and be comprised of the Chairman and Vice-Chairman of the Council together with the Committee Chairmen.
- iv) The Roads and Traffic Committee be disbanded and its responsibilities be merged into the Planning Committee's remit. The Planning Committee will continue to meet every three weeks and comprise of a minimum of 5 councillors.
- v) Continue with the Assets, Community and Environment Committee, removing the responsibility for the Queen's Hall and Cuckfield Village Hall. This will deal with community development, environment, maintenance of assets and major projects. The committee to comprise of a minimum of 5 councillors and meet 4 times per annum.
- vi) Recreate the Community Buildings Committee, to be responsible for all matters relating to the Queen's Hall and Cuckfield Village Hall buildings and grounds. The committee to comprise of a minimum of 5 councillors and meet 4 times per annum.

A meeting schedule for 2020-21 is attached.



Council Meeting Dates 2020-21 Draft.pdf



LUCKFIELD PARISH COUNCIL: 2020-21 MEETING SCHEDULE

DATE		7.30pm	8.15pm	DATE		7.30pm	8.15pm
MAY	7			NOVEMBER	5	Planning	Full Council
	14	Planning	Full Council		12		
	21				19		
	28				26	Planning	Assets, Community & Environment
JUNE	4	Planning	F&GP (Audit Approval)	DECEMBER	3		
	11				10		
	18				17	Planning	Community Buildings
	25	Planning	Community Buildings		24		
JULY	2	Full Council (Audit Sign Off)			31		
	9			JANUARY	7	Planning	F&GP (Precept Approval)
	16	Planning	Assets, Community & Environment		14		
	23				21		
	30				28	Planning	Full Council (Precept Sign Off)
AUGUST	6			FEBRUARY	4		
	13				11		
	20				18	Planning	Assets, Community & Environment
	27				25		
SEPTEMBER	3	Planning	Full Council	MARCH	4		
	1				11	Planning	Community Buildings
	17				18		
	24	Planning	Community Buildings		25		
OCTOBER	1			APRIL	1	Planning	Full Council
	8				8		
	15	Planning	Assets, Community & Environment		15		
	22				22	Planning	HR
	29				29	Annual Parish Meeting (7pm start)	
				MAY	6		
					13	Planning	Full Council