

Abingdon-on-Thames Town Council

Annual Meeting and Mayor-Making

Wednesday 13th May 2015

Report of the Town Clerk

AGENDA ITEM 10: MEMBERSHIP OF COUNCIL COMMITTEES AND SUB-COMMITTEES

Standing Committees

The Council's Standing Committees are appointed at the Annual Meeting of the Council.

Membership of Standing Committees is prescribed by Standing Orders. Standing Orders also provide that: "*Membership of Committees and Sub-Committees shall take into account the spirit of the provision of Section 15 (4) of the Local Government and Housing Act 1989, concerning the allocation of places between representatives of any political groups.*" The Town Clerk, as the Council's Proper Officer will advise further on this following the elections due to be held on 6th May 2015.

The terms of reference of each Committee are detailed in the Council's document "Council and Committee Terms of Reference."

The Council is requested to appoint Members to serve on the following Committees for the period to the next Annual Meeting (May 2016):

Planning, Highways and Consultations Committee

9 Members

Amenities & Recreation Committee

7 Members

Community Services Committee

7 Members

County Hall Museum Management Committee

7 Members

Guildhall Committee

7 Members

Finance and General Purposes Committee

Chairmen of the Standing Committees listed above (totalling 5 places) plus 5 other Members.

SUB-COMMITTEES

To note that under Council and Committee Terms of Reference the following Sub-Committees shall be appointed by the relevant Committee as listed below:

Amenities and Recreation Committee

Christmas lights (3 members).

Community Services Committee

Communications (6 members);
Community Grants (6 members);
Summer Events (5 members).

Finance and General Purposes Committee

Personnel (5 members).

The majority of the Members of any given Sub-Committee should be elected from amongst the Membership of the parent Committee.

OTHER GROUPS

The Council is **requested to appoint a Personnel Appeals Panel of 3 Members for the period to the next Annual Meeting (May 2016)**. This Panel is responsible for conducting any appeals in relation to staff disciplinary and grievances.

It is appreciated that the Personnel Sub-Committee has yet to be appointed but as a matter of good practice, Members of the Personnel Sub-Committee should not also be Members of the Personnel Appeals Panel.

The Council should note that Standing Committees also have the power to establish Working Groups which may be established to assist in the delivery of specific tasks and should be time bound.

Note: that the Mayor and the Chairman of the Finance and General Purposes Committee (Leader) are ex-officio voting Members of all Council Standing Committees and ex-officio non-voting Members of all other Council bodies.

Nigel Warner
Town Clerk
1st May 2015.

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AGENDA ITEM 12: REPRESENTATION ON OUTSIDE BODIES

The Council is requested to consider appointments to the following outside bodies to the period of the next Annual Meeting (May 2016):

Abingdon Air Training Corps	2 Members
Abingdon Bridge	1 Member
Abingdon & District Twin Towns' Society	1 Member
Abingdon Foyer Stakeholders' Group	1 Member
Albert Memorial Trust	2 Members
Choose Abingdon Partnership	2 Members
Citizens' Advice Bureau	1 Member
Earth Trust Local Stakeholders' Group	1 Member
Friends of Abingdon	2 Members
Friends of the Open Air Pool	1 Member
Neighbourhood Action Group	1 Member
NE Abingdon Community Association	1 Member
Oxfordshire Pensions Forum	1 Member
Parish Transport Representative	1 Member
Preston Road Community Association Facilities Committee	2 Members
River Users' Group (RUG)	2 Members

The Council is requested to consider appointments to the following outside bodies for a four year period, to the Annual Meeting in May 2019:

Christ's Hospital of Abingdon

3 Members

The Council is requested to note that the Mayor is, ex-officio, a Governor of Abingdon School and a nominative Governor of Christ's Hospital of Abingdon.

Nigel Warner
Town Clerk
1st May 2015