

TC/3979/21

Oswestry Town Council

Report from the Town Clerk to Council – 19th May 2021

Schedule of Meetings 2021/2022

Purpose

To confirm the Schedule of Meetings for the 2021/2022 civic year. The report also deals with the budget management responsibilities of the Standing Committees.

Background

Annually, formally receive and adopt a Schedule of Meetings. The 2020/2021 civic year was unusual, and the Schedule of Meetings was adjusted to streamline the decision-making process. Whilst the Council managed its business well over the last 12 months, it needs to revert to its scheme of delegation and the discharge of its business through Standing Orders. Members are asked to note that this may be subject to minor changes as issues arise.

Schedule of Meetings

With the exception of the Chairmen's Group, a full Schedule of Meetings has been provided to support the Members when considering appointments to sub-committees and working groups. (The frequency and timing of the meetings of the Chairmen's Group can be resolved by those Members). The schedule has been set out to allow the sub-committees and working groups to report into their parent bodies in a structured and timely way.

Members may also note that there are fewer meetings of the Markets & Town Centre Committee and Amenities Committee than in previous years. The workload of these Committees is lighter than others and business has been repetitive. As meetings utilise a significant amount of the Council's overall resource, they therefore need to be productive.

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Budget Monitoring

Each Standing Committee has its own budget and has been responsible for its own budget monitoring (as set out in the management procedures). Again, this is a time-consuming process and it repetitive as the Finance & General Purposes Committee are responsible for the monitoring of the estimates of expenditure and income.

It is recommended that all budget monitoring is dealt with by Finance & General Purposes for the next financial year as a trial basis. Any matters raised could be referred onwards if necessary or dealt with by Finance & General Purposes if appropriate.

Meeting Place

The place of meetings for Council and the Standing Committees will be dealt with by legislation, however it is for the Council to determine how its sub-committees and working groups operate. It is recommended that Council gives its consent for these meetings to be held virtually unless legislation, the nature of business or the wishes of the appointed Members determine otherwise.

Seminars and Training Sessions

A number of seminars and training sessions have been scheduled across the year; more may be required as determined by Council. A minimum of two seminars have been planned to help the new Council to develop its priorities and objectives over their term. The Council should be producing a Corporate Plan to support its decision-making process, its resource allocation and financial plan.

Recommendations

That Council:

- Approves the Schedule of Meetings, noting the issues raised in this report.
- Delegates all financial monitoring to the Finance & General Purposes Committee.
- Permits Sub-Committees and Working Groups to meet remotely in accordance with this report.

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Arren Roberts
Town Clerk