



Kington Town Council

Email: clerk@kingtontowncouncil.gov.uk

Web site: www.kingtontowncouncil.gov.uk

Members of the Scrutiny Committee of Kington Town Council
you are hereby summoned to attend a meeting of

Scrutiny Committee

On **Monday 19th June 2023 at 5.30pm**

At The Old Police Station, Market Hall Street, Kington, HR5 3DP
for the purpose of transacting the following business

Committee Members:

Cllrs. E. Banks, R. Banks, R. Fitton, K. Greig, E. Rolls, P. Sell,
R. Warne, & R. Widdowson

Agenda

1. To elect a Chair of the Committee for the forthcoming year
2. To receive apologies for absence, declarations of interest and requests for dispensation
3. To elect a Vice Chair of the Committee for the forthcoming year
4. To confirm minutes of the meeting held on 23rd January 2023
5. To review Terms of Reference for the Committee
6. To consider an update on current status of review of policies and procedures for the Town Council and identify priorities for review, as required.
7. To consider items for the next agenda
8. Date of next meeting

Issued on 12.6.2023
by

Liz Kelso

Clerk, Kington Town Council

The Old Police Station, Market Hall Street, Kington, HR5 3DP

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Members of the public are welcome to attend meetings of the Scrutiny Committee and may, at the discretion of the Chairman, speak on some agenda items. Items for inclusion on the next Scrutiny Committee agenda should be submitted to the clerk no later than eight days prior to the meeting.



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Minutes of the Scrutiny Committee Meeting

held on 23rd January 2023
at The Old Police Station, Market Hall Street, Kington

Present

Cllr. E. Banks
Cllr. F. Hawkins
Cllr. D. Redmayne
Cllr. R. Warne
Cllr. R. Widdowson

In attendance

Liz Kelso - Clerk
Ruth Robinson – Assistant Clerk
Cllr. E. Rolls

Min Ref.	Agenda item
SC-001-23	<p>1 Election of Chair of the Committee</p> <p>Cllr. E. Banks was duly elected Chair of the committee to hold office until the full council elections in May 2023.</p>
SC-002-23	<p>2 Election of Vice Chair of the Committee</p> <p>Cllr. R. Widdowson was duly elected Vice Chair of the committee to hold office until the full council elections in May 2023.</p>
SC-003-23	<p>3 Apologies, declarations of interest and requests for dispensation</p> <p>Apologies were noted from Cllr. R. Banks. There were no declarations of interest and no requests for dispensation</p>
SC-004-23	<p>4 Committee Terms of Reference</p> <p>Subject to one amendment, the Terms of Reference as attached, were agreed. It was noted that it is likely that changes to Committee Terms of Reference generally might be considered later in the year after the full council elections.</p>
SC-005-23	<p>5 Review of policies and procedures</p> <p>Members reviewed the list of recommended policies and procedures for a town council as produced by the Society of Local Council Clerks, identifying which ones are currently agreed by the Town Council, those which might be required and those which require updating. It was generally agreed that where policies and procedures fall within the remit of any specific committee of the Town Council, that committee be charged with reviewing the policy and making recommendations for amendments, if any. For others that do not fall within the remit</p>

of any specific committee, it was agreed that this committee would review the wording with lead councillor for some policies identified. It was further noted that this work might take some time to complete, given the forthcoming elections.

SC-006-23

6 Items for the next agenda

It was agreed that the committee structure for the town council would be reviewed following the next elections following a proposed awayday/training session for new members in particular.

SC-007-23

7 Next Meeting

It was agreed that the next meeting would be held on Monday 27th March at 6.00pm.

Chair

Date: _____



Kington Town Council



Scrutiny Committee

The Scrutiny Committee is a committee of Kington Town Council and shall operate within the terms of reference set by the full Council.

MEMBERSHIP

1. Membership of the Committee to be 7 (seven) Councillors, including, ex officio the Mayor and Deputy Mayors, and with 4 (four) other members to be appointed annually.
2. The quorum for the Committee to be 4 (four).
3. The Chair will be elected at the first meeting of the Committee after Kington Town Council annual meeting.
4. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.

OPERATIONS

5. The Scrutiny Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Kington Town Council Annual Meeting.
6. The Scrutiny Committee will meet as required, but no less than quarterly.
7. The Clerk will undertake any correspondence required.
8. The Agenda will be published, with items to be discussed listed, 3 clear working days in advance of the meeting.
9. Minutes will be taken and distributed with Kington Town Council (KTC) papers and agreed at the next Committee meeting.
10. Members of the Committee may vote on resolutions put to the committee.
11. All meetings of the Committee shall be open to the public, except that the Committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation.

DELEGATED POWERS AND RESPONSIBILITIES

12. The primary delegated responsibility of the Scrutiny Committee is to oversee the functions and procedures of Kington Town Council and to ensure that these abide by statutory requirements and best practice guidance. To this end the Scrutiny Committee will:
 - a. Regularly review the operation and evaluate the performance of Council Committees, and such other operational groups as the Council may from time to time set up and recommend changes in operational procedures where necessary

- b. Regularly review Council strategies, policies and procedures and recommend such changes as may be necessary, to full Council
 - c. To recommend such changes to Committee operations, Council strategies, policies and procedures as appropriate, to full Council for decision
 - d. Investigate any function or activity of the Council undertaken either by a Member of the Council or by an Officer of the Council, as requested by full Council, or by one of the Council's Committees, within its delegated powers and responsibilities, and report on such investigations to the full Council
 - e. Request any member or officer to attend such meetings as may be called to investigate an issue as noted in (c) above
13. The Scrutiny Committee will provide reports from its work, with recommendations, to the full Council for decision, or to an appropriate Committee for further discussion and recommendations to full Council.