

Kington Town Council

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Minutes of the Scrutiny Committee Meeting

held on 21st November 2022

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	1	Election of Chair of the Committee Cllr. E. Banks was duly elected Chair of the committee to hold office until the full council elections in May 2023.
SC-002-23	2	Election of Vice Chair of the Committee Cllr. R. Widdowson was duly elected Vice Chair of the committee to hold office until the full council elections in May 2023.
SC-003-23	3	Apologies, declarations of interest and requests for dispensation Apologies were noted from Cllr. R. Banks. There were no declarations of interest and no requests for dispensation
SC-004-23	4	Committee Terms of Reference 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.
SC-005-23	5	Review of policies and procedures 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

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

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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

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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 Terms of Reference

Approved by Full Council 7.10.2019

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

Membership

1. Membership of the Committee shall be 7 (seven) Councillors, including ex officio the Mayor and Deputy Mayors 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's 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 policies and procedures of the Town Council including Standing Orders and Financial Regulations adopted by the Town Council
6. The Scrutiny Committee will meet as required but no less than once per year.
7. The Clerk will undertake any correspondence required
8. The agenda will be published no later than 3 clear working days in advance of the meeting.
9. Minutes will be taken and distributed with Kington Town Council papers and agreed at the next Committee meeting.

10. All meetings of the Committee shall be open to the public except that the Committee may resolve to exclude the press and public to deal with confidential items as permitted by legislation and Standing Orders.

Delegated Powers and Responsibilities

11. 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) Periodically 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) Periodically 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 as requested by Full Council or by one of the Council's Committees, with its delegated powers and responsibilities and report on such investigations to 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.