

BRACEBRIDGE HEATH PARISH COUNCIL

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Committee Structure

2020-2021

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General Notes

Elections and appointments will be made at the Annual Meeting of Bracebridge Heath Parish Council on May 4th 2020 and at subsequent meetings of full council, committees and sub-committees. This document is valid up to up to 3rd May 2021. Updates may be issued as necessary before that date.

This document should be read in conjunction with the following other documents available from the website of Bracebridge Heath Parish Council:

<http://parishes.lincolnshire.gov.uk/BracebridgeHeath>

- *Chairmanship Guidance*
- *Councillor Attendance*
- *Meeting Calendar*
- *Members' Code of Conduct*
- *Member Role Profiles*
- *Policy for Online Interaction*
- *Standing Orders*
- *Terms of reference for each committee and sub-committee*

Chairman and vice-chairman

The chairman and vice-chairman of the parish council are elected by members of council at the Annual Meeting of Parish Council in May each year.

<i>Parish council chairman</i>	<i>Cllr J Moran</i>
<i>Parish council vice-chairman</i>	<i>Cllr S Manders</i>

Notes to standing committees and sub-committees

- *Membership of standing and sub-committees is for one year's service at a time. It is reviewed at the Annual Meeting of Bracebridge Heath Parish Council in May each year.*
- *It is recommended that councillors serve on at least one but usually not more than two standing committees each year.*
- *It is recommended that up to seven members serve on each standing committee.*
- *If the number of nominations for service at a standing committee or sub-committee exceeds the number of available places, council may choose to elect members.*
- *The chairman and vice-chairman of each standing committee are elected at the Annual Meeting of Bracebridge Heath Parish Council in May each year.*
- *The chairman and vice-chairman of each sub-committee are elected at the first meeting of the relevant sub-committee following the Annual Meeting of Bracebridge Heath Parish Council in May each year.*
- *Standing committee meetings may be opened to full council when issues are particularly controversial or sensitive. This is at the discretion of the chairman of the relevant standing committee. A resolution may be required from the committee or council to facilitate this.*
- *Sub-committees may choose to co-opt residents with particular interests or skills as members. Details of the requirements of specific sub-committees can be found on page 6 of this document.*
- *Meetings of standing committees and sub-committees are open to the public and media to observe. Public forum is not included as part of the agenda.*
- *Members of council who are not members of a standing committee or sub-committee have the same rights to attend a meeting of that standing committee or sub-committee as a member of the public. They cannot take part in the discussion unless they are attending as a substitute member, or by invitation.*
- *Bracebridge Heath Parish Council reserves the right to exclude the public and media from part or whole of a meeting if the item(s) to be discussed is (are) of a confidential or sensitive nature.*
- *New members of council are encouraged to attend one meeting of each standing committee and sub-committee as an observer before deciding which ones to join in their own right.*

Standing Committees

	Amenities	Environment	Finance & Policy
Responsible to Membership	Full council Council members only	Full council Council members only	Full council Council members only
Scheduled number of meetings per year	4	6 (up to 12 if planning issues need discussion)	6
Responsible for a budget	Yes	Yes	Yes
(C) Committee Chairman (VC) Committee Vice-Chairman	Cllr F Adeyemi Cllr C Barr Cllr C Broad Cllr C Callan (VC) Cllr S Manders Cllr V Marden Cllr J Moran Cllr D Parr Cllr A Smith Cllr K Trought (C)	Cllr F Adeyemi Cllr L Hanton Cllr S Manders (C) Cllr J Moran Cllr A Smith Cllr K Trought (VC) Cllr A Walker	Cllr C Barr (VC) Cllr C Callan Cllr J Kilcoyne (C) Cllr S Manders Cllr J Moran Cllr D Parr Cllr A Walker
Substitute Members			

Sub-committees

	Executive	Neighbourhood Plan
Responsible to	Full council	Environment Committee
Membership	<p><i>Comprised of the following members:</i></p> <ul style="list-style-type: none"> · Parish council chairman · Parish council vice-chairman · Chairman of Amenities committee · Chairman of Environment committee · Chairman of Finance and Policy committee <p><i>Notes to executive sub-committee:</i></p> <p>1 If a committee chairman attends in another capacity or is not available, the committee vice-chairman is deputed to attend in their place.</p> <p>2 If the chairman and vice-chairman of any given committee both attend in another capacity, another member may be co-opted to attend to represent that committee.</p>	<ul style="list-style-type: none"> · Open to council members or community members by co-option by council. · A minimum of 6 members. · No more than 50% to be serving council members in any capacity. <p>Co-opted resident members are eligible to serve as chairman or vice-chairman.</p>
Scheduled number of meetings per year	As required	12
Responsible for a budget	No	No
(C) Sub-committee Chairman (VC) Vice-Chairman	Cllr J Kilcoyne (C)	Cllr C Barr
	Cllr J Moran	Cllr S Manders
	Cllr S Manders (VC)	Cllr K Trought
	Cllr K Trought	Cllr A Walker (C)
	Cllr A Walker	
Co-opted community members		Mrs P Donaldson (VC)
		Mrs N Elwood
		Mrs H Kempton
		Dr A Kirk
Substitute councillor members		

Committee membership

Councillor \ Committee	Standing committees			Number of committees per member	Sub-committees		Number of sub-committees per member	Number of committees & sub-committees per member
	Amenities	Environment	Finance & Policy		Executive	Neighbourhood Plan		
<i>Cllr F Adeyemi</i>	✓	✓		2				2
<i>Cllr C Barr</i>	✓		✓	2		✓	1	3
<i>Cllr C Broad</i>	✓			1				1
<i>Cllr C Callan</i>	✓		✓	2				2
<i>Cllr L Hanton</i>		✓		1				1
<i>Cllr J Kilcoyne</i>			✓	1	✓		1	2
<i>Cllr S Manders</i>	✓	✓	✓	3	✓	✓	2	5
<i>Cllr V Marden</i>	✓			1				1
<i>Cllr J Moran</i>	✓	✓	✓	3	✓		1	4
<i>Cllr D Parr</i>	✓		✓	2				2
<i>Cllr A Smith</i>	✓	✓		2				2
<i>Cllr K Trought</i>	✓	✓		2	✓	✓	2	4
<i>Cllr A Walker</i>		✓	✓	2	✓	✓	2	4
Number of members per committee	10	7	7		5	4		
Number of co-opted community members per sub-committee						4		

Parish council representatives to outside organisations

Bracebridge Heath Allotment Holders Association	<i>Cllr Manders</i>	Bracebridge Heath Neighbourhood Watch	<i>Cllr Smith</i>
Bracebridge Heath Cricket Club	<i>Cllr Trought</i>	Bracebridge Heath Village Hall Management Committee	<i>Cllr Adeyemi</i>
St John's Church	<i>Cllr Kilcoyne</i>	Heath U3A	<i>Cllr Callan</i>
Cliff Cluster	<i>Cllrs Manders, Trought</i>	<i>Mrs S Knowles</i>	
Lincolnshire Association of Local Councils, County Committee	<i>Cllr Kilcoyne</i>		

The role of the representative is to represent the views of Bracebridge Heath Parish Council to the relevant organisation and the views of the organisation to Bracebridge Heath Parish Council. It is helpful to the parish council to know the events and activities that organisations are involved with so that support and assistance can be given when appropriate. Representatives should remind organisations that the noticeboard alongside the Lincolnshire Co-operative Funeral Services office has been provided specifically for publicity by village groups. Representatives should also be of help to organisations in completing applications for grants.

Please see documents at <http://parishes.lincolnshire.gov.uk/BracebridgeHeath> :

- Grant Application Form
- Grant Awarding Policy

All village organisations have the opportunity to request a representative. This opportunity is communicated to organisations prior to the March Annual Parish Meeting. Each named organisation above has requested a representative, so Bracebridge Heath Parish Council should make every effort to appoint one member to attend and report back whenever possible. The exception to this is the Village Hall Management Committee. In this case, a representative attends meetings as part of the agreement between Bracebridge Heath Parish Council and the VHMC.

Appointments as representatives by parish council are for twelve months and are reviewed each May. Parish council appointed representatives need to ensure this appointment is made clear on the Declaration of Member Interests completed each year.

Bracebridge Heath Parish Council has thirteen members. It is reasonable to expect that each one is prepared to represent the council in this way. No member of the council should be the named representative to more than one organisation unless the number of organisations requesting a representative exceeds the number of elected or co-opted members. Members of council are at liberty to be a member of any village organisation in a personal capacity separate to representing the parish council. This may need to be declared as a disclosable pecuniary, non-disclosable pecuniary or non-pecuniary interest at the start of any meeting of parish council, standing committee or sub-committee attended by the member at which that organisation is or is likely to be discussed.

Bracebridge Heath Parish Council Facebook accounts

Each use of the terms 'Facebook', 'Facebook group' or 'group' should be taken to include Facebook groups and pages.

The Parish Council maintains Facebook groups to communicate with members of the community. The Parish Council has adopted Facebook as an official method of communication. Membership of a group is open to all with an interest in the parish. All representatives of the parish council may choose freely whether to join and contribute to each group.

Delegation of the administration and monitoring of each group is the responsibility of a relevant committee/ sub-committee/ full council. Full details of the administration and use of Facebook groups or pages can be found in the parish council *Policy for Online Interaction*.

Facebook group or page	Bracebridge Heath Parish Council	Bracebridge Heath Parish Council	Bracebridge Heath Neighbourhood Planning Group	Bracebridge Heath Community Library
Type of social media	<i>Facebook page</i>	<i>Facebook group</i>	<i>Facebook group</i>	<i>Facebook page</i>
Responsible to	<i>Full council</i>	<i>Full council</i>	<i>Neighbourhood Plan sub-committee</i>	<i>Amenities committee</i>
Scheduled number of meetings per year	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
Responsible for a budget	<i>Nil</i>	<i>No</i>	<i>No</i>	<i>No</i>
Administrators	<i>Mrs Fraser</i>	<i>Cllr Callan</i>	<i>Mr Barr</i>	<i>Mrs Fraser</i>
	<i>Mrs Knowles</i>	<i>Cllr Trought</i>	<i>Cllr Trought</i>	<i>Mrs Knowles</i>
		<i>Cllr Walker</i>	<i>Cllr Walker</i>	<i>Mrs Wanless</i>

Version Control and amendment history

Date amended	Version Number	Revision / amendments made	Review date
21 May 2019	1.0		May 2020 or as required
03 July 2019	1.1	Updated to include committee appointments and co-opted councillors	
18 September 2019	1.2	Updated to include committee appointments and co-opted councillor	
10 th October 2019	1.3	Updated to include co-opted councillor and Executive sub-committee	
17 th November 2019	1.4	Updated to include council vice-chairman; remove references to ex-officio members in line with new standing orders; update to capitals to provide consistency; note to executive sub-committee.	
9 th December 2019	1.5	Updated to include new committee and sub-committee appointments	
29 th January 2020	1.6	Updated: NPsc responsible to Environment committee	May 2021 or as required
11 th May 2020	2.1	Updated for new civic year	
21 st May 2020	2.2	Updated to include sub-committee appointments; note (2) to executive sub-committee;	