

## Report No.3

### Report to Town Council 9<sup>th</sup> July 2013

#### Full Town Council Meetings - Format

##### 1. Purpose of the report

- 1.1 To consider and propose amendments to the format of future Full Town Council meetings, in terms of setting, content and accessibility.

##### 2. Background

- 2.1 Residents and others attending meetings have commented that the seating arrangements mean that they often cannot see Councillors as they have their backs to them. On occasion this also makes it difficult to hear the debate.
- 2.2 Also, it may be difficult for residents and visitors to follow debate without an agenda or being able to see reports or other pertinent information.
- 2.3 Others have also mentioned that if they are unfamiliar with Councillors by sight, then they have difficulty in identifying them.
- 2.4 Councillors have commented that refreshments, such as Teas and Coffees should be available during meetings for both Councillors and others, especially as some meetings are over two hours in length.
- 2.5 Better relationships could be built with with our government, civic and community partners and it is suggested that inclusion in meetings would assist with this.
- 2.6 A proposed grant scheme will allow Community groups and charities to present applications for grants and also give feedback after use. This will also increase resident attendance to our meetings.
- 2.7 Some residents have advised that are not able to come to meetings, although they would like to have been able to attend to see and hear the Council's debate.

##### 3. Proposals

- 3.1 To propose agreement to:

- i) re arranging the seating in a U shape or similar, so that the Council face residents during meetings and to allow debate to be heard more clearly;
- ii) to have a few extra agendas available for residents and visitors and to use the projector and screen to make available pertinent information;
- iii) large stand up name cards to allow residents to identify Councillors;
- iv) providing refreshments, water, teas and coffees;
- v) building better relationships with with our government, civic and community partners by inviting them to meet with Council and give a short presentation at each full Town Council Meeting.

vi) allowing Community groups and charities to present applications for proposed grants and also to give feedback after use at each full Town Council meeting. Hopefully, this would also increase overall resident attendance to our meetings.

vii) to film and record full Council meetings and post publically, e.g. website, Facebook, on Youtube etc if a volunteer is found to do so, in order to make our meetings are more accessible to residents and others.

4. Financial Implications and risks

4.1 Costs for refreshments and administration will be small, likely to be under £50 per annum. The funding for the Grant Scheme is detailed in the Grant Scheme Report.

5. Recommendations

5.1 It is recommended that Full Council agree to the proposals put forward in 3.1.

Cllr. Simon Killane 22nd June 2013