



COMMITTEE SUBSTITUTES

TOWN COUNCIL MEETING

REPORT 07/25

10 FEBRUARY 2025

The purpose of this Report is to ask Members to appoint substitutes for the current Committees and agree to the amendment of Standing Order 6) a) (ii).

NO. DETAIL

1) BACKGROUND

a) Under 6) a) (ii) of the Standing Orders, the Council will "appoint and determine the terms of office of their members, and of any substitute members (whose role is to substitute for ordinary members who have confirmed to the Proper Officer at least three days before a meeting that they cannot attend)."

b) Each committee has five members with a quorum of three.

c) The committees under the current structure are as follows:

Buildings Maintenance Committee

Business and Community Committee

Environment and Transport Committee

Planning Committee

Policy and Resources Committee

2) PROPOSAL

a) It is proposed that Standing Order 6) a) (ii) is amended to allow members to confirm to the Proper Officer they cannot attend a meeting with the relevant substitute appointed by the Chair at the start of a meeting. The wording of the new Standing Order is to be reviewed by the Policy and Resources Committee and referred to Town Council for approval.

b) It is proposed that each committee appoint a substitute to operate in accordance with the Standing Orders.

3) RECOMMENDATION

Members are recommended to:

a) agree to the wording of Standing Order 6) a) (ii) being amended as per 2) (a) of Report 07/25.

b) appoint one substitute per committee to operate in accordance with the Standing Orders.
