

SWT Full Council

Wednesday, 22nd May, 2019,
6.15 pm

John Meikle Room, The Deane
House, Taunton, TA1 1HE



Somerset West
and Taunton

Members: All Somerset West and Taunton Councillors

Agenda

1. Election of Chair

It is a legal requirement that the first formal business at the Annual Meeting of Council shall be the election of a Councillor to be the Chair of the Council.

Once the new Chair is elected they will make and sign the Declaration of Acceptance of Office and receive the Chain of Office.

The newly elected Chairman will preside from this point in the proceedings.

2. Appointment of Vice-Chair

Once the new Vice-Chair is appointed they will make and sign the Declaration of Acceptance of Office and receive the Chain of Office.

3. Apologies

To receive any apologies for absence.

4. Declarations of Interest

To receive and note any declarations of disclosable pecuniary or prejudicial or personal interests in respect of any matters included on the agenda for consideration at this meeting.

(The personal interests of Councillors and Clerks of Somerset County Council, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes.)

5. Minutes of the final meetings of the Shadow Full Council, Taunton Deane Borough Full Council and West Somerset Full Council

To note the minutes of the last Shadow Full Council held on 26th

(Pages 5 - 30)

March 2019 and the minutes of the last Taunton Deane Borough Council and West Somerset Council both held on 20th March 2019.

6. Receive any communications or announcements from the Chair of the Council

7. Election of the Leader of the Council

To elect a Leader of the Council for a four-year term of office.

8. Receive any communications or announcements from the Leader of the Council

9. Election of the Chair of the Scrutiny Committee

The Scrutiny Chair shall be drawn from among those Councillors proposed to serve on the Scrutiny Committee who are not from the majority political group and are not Chair of any other committee.

10. Public Participation

To receive any questions, statements or petitions from the public in accordance with Council Procedure Rules 14, 15, 16.

The Chair to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public who have submitted any questions or statements, please note, a three minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue.

11. To receive any questions from Councillors in accordance with Council Procedure Rule 13

12. Council Committees for 2019/2020 and their Terms of Reference

To decide which Committees to establish for the Municipal Year and to decide their size and terms of reference. To decide the numerical allocation of seats to political groups on Committees in accordance with the political balance rules and to make appointments to the Committees.

- Scrutiny Committee
- Audit, Governance and Standards Committee
- Planning Committee
- Licensing Committee
- Employment Committee

(Pages 31 - 34)

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| <p>13. Appointment of Representatives on Outside Bodies</p> <p>To appoint representatives to serve on outside bodies for the period to the Annual Council Meeting in 2020 (except where specific periods are stated, where appointment to those bodies has been delegated by the Council or is exercisable only by the Executive.)</p> | <p>(Pages 35 - 58)</p> |
| <p>14. Meetings Timetable for 2019/2020</p> <p>To approve the Meetings Timetable for the 2019/20 Municipal Year.</p> | <p>(Pages 59 - 60)</p> |
| <p>15. To authorise the sealing or signing of documents to give effect to any decisions taken</p> <p>To authorise the Common Seal of Somerset West and Taunton Council.</p> | <p>(Pages 61 - 64)</p> |



JAMES HASSETT
CHIEF EXECUTIVE

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Members of the public are welcome to attend the meeting and listen to the discussions. There is time set aside at the beginning of most meetings to allow the public to ask questions. Speaking under "Public Question Time" is limited to 3 minutes per person in an overall period of 15 minutes. The Committee Administrator will keep a close watch on the time and the Chair will be responsible for ensuring the time permitted does not overrun. The speaker will be allowed to address the Committee once only and will not be allowed to participate further in any debate. Except at meetings of Full Council, where public participation will be restricted to Public Question Time only, if a member of the public wishes to address the Committee on any matter appearing on the agenda, the Chair will normally permit this to occur when that item is reached and before the Councillors begin to debate the item.

If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group. These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room. Full Council, Executive, and Committee agendas, reports and minutes are available on our website: www.somersetwestandtaunton.gov.uk

The meeting room, including the Council Chamber at The Deane House are on the first floor and are fully accessible. Lift access to The John Meikle Room, is available from the main ground floor entrance at The Deane House. The Council Chamber at West Somerset House is on the ground floor and is fully accessible via a public entrance door. Toilet facilities, with wheelchair access, are available across both locations. An induction loop operates at both The Deane House and West Somerset House to enhance sound for anyone wearing a hearing aid or using a transmitter. For further information about the meeting, please contact the Governance and Democracy Team via email: governance@somersetwestandtaunton.gov.uk

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Somerset West and Taunton Shadow Council

At a meeting of Somerset West and Taunton Shadow Council held in the John Meikle Room, The Deane House, Belvedere Road, Taunton on 26 March 2019 at 5 p.m.

Present: Councillor J Parbrook (Chair)
Councillor C Herbert (Vice-Chair)
Councillors B Allen, P Berry, C Booth, W Brown, N Cavill, M Chilcott, W Coombes, M Dewdney, E Gaines, A Gunner, R Habgood, A Hadley, R Henley, B Heywood, C Hill, J Hunt, R Lees, S Lees, L Lisgo, B Maitland-Walker, D Mansell, K Mills, I Morrell, R Parrish, H Prior-Sankey, S Pugsley, J Reed, R Ryan, F Smith-Roberts, V Stock-Williams, A Sully, N Townsend, A Trollope-Bellew, J Warmington, P Watson, D Webber, D Westcott, J Williams, R Woods and G Wren.

Officers: James Hassett (Chief Executive), Robert Hillier (Head of Function – Communications and Engagement), Bruce Lang (Assistant Chief Executive and Monitoring Officer), Lesley Dolan (Business Services Manager, SHAPE Legal Partnership), Satish Mistry (Legal Advisor), Marcus Prouse (Specialist – Governance and Democratic) and Richard Bryant (Temporary Democratic Services Specialist)

Also present: Ian Partington (Chair of the Joint Independent Remuneration Panel) and Julian Gale (Strategic Manager – Partnerships Governance, Somerset County Council).

1. Apologies for Absence

Councillors J Adkins, M Adkins, I Aldridge, J Blatchford, R Bowrah, S Coles, H Davies, M Edwards, M Floyd, A Govier, N Hawkins, M Hill, J Horsley, G James, A Kingston-James, R Lillis, S Martin-Scott, P Murphy, P Pilkington, F Smith, N Thwaites, C Tucker and D Wedderkopp.

2. Minutes

The minutes of the meetings of the Shadow Council held on 17 December 2018 and 21 February 2019, copies having been sent to each Member, were signed by the Chair.

3. Declarations of Interest

Councillors M Chilcott, J Hunt and H Prior-Sankey declared personal interests as Members of Somerset County Council.

Councillors W Brown, N Cavill, W Coombes, E Gaines, A Hadley, R Henley, J Hunt, B Maitland-Walker, D Mansell, J Parbrook, J Reed, V Stock-Williams, N Townsend,

A Trollope-Bellew, J Warmington, P Watson, D Webber and D Westcott all declared personal interests as Members of Town or Parish Councils.

All Councillors declared a personal interest in respect of Agenda Item No. 5 – Final Report of the Joint Independent Remuneration Panel on the preparation of a draft Members' Allowances Scheme for Somerset West and Taunton Council.

4. **Public Participation**

No member of the public had requested to speak.

5. **Final Report of the Joint Independent Remuneration Panel on the preparation of a draft Members' Allowances Scheme for Somerset West and Taunton Council**

Reference Minute No. 5 of the meeting of Shadow Council held on 17 December 2018, considered report previously circulated, which set out the final recommendations that had been made by the Joint Independent Remuneration Panel (JIRP) with regard a Members' Allowances Scheme for the new Somerset West and Taunton Council (SWTC).

Clause 10(5) of the Somerset West and Taunton (Local Government Changes) Order 2018 required the shadow authority to formulate proposals for a scheme of members' allowances to be adopted by the SWTC.

Under the relevant regulations, a Council had to appoint an independent panel to make recommendations on a scheme of members' allowances for consideration by the Council. The JIRP (which also served Mendip District Council and Somerset County Council) had therefore been requested to commence work to formulate proposals for consideration by the Shadow Council before the end of March 2019.

The JIRP had initially produced an interim report which was considered by the Shadow Council at its meeting in December 2018 and agreed recommendations regarding the Basic Allowance as well as the proposed approach to preparing a Special Responsibilities Allowance scheme.

The JIRP's report was very well researched and contained detailed justification for its recommendations.

Noted that it had already been agreed that the Scheme should be reviewed by the new Council after twelve months of operation and the offer had been made for the JIRP to review any aspects of the Scheme in advance of the this formal review if requested.

During the discussion of this item, Councillor I Morrell proposed an amendment to the Members' Allowances Scheme to include a payment of £250 to the Chairman of a Task and Finish Group following the submission of its final report to the Executive.

The amendment which was seconded by Councillor G Wren was put and was lost.

The Chair thanked Messrs. Partington and Gale for all the hard work undertaken by the JIRP over the past twelve months towards the preparation of the Members' Allowances Scheme.

Resolved that:-

(a) The recommendations of the Joint Independent Remuneration Panel be endorsed in regard to the Special Responsibility Allowances (SRA) for Councillors of the Somerset West and Taunton Council as follows:-

- (1) A Special Responsibility Allowance (SRA) of £15,592 (3.15 x Basic Allowance (BA)) be awarded to the Leader of the Council for 2019/2020;
- (2) A SRA of £7,375 (1.49 x BA) be awarded to Portfolio Holders for 2019/2020;
- (3) No enhanced SRA be awarded to the Portfolio Holder acting as Deputy Leader;
- (4) In the event of the Leader of the Council becoming incapacitated or dying in office, then the Deputy Leader, after a period of six weeks should be entitled to an enhanced SRA equivalent to the difference between that of a Portfolio Holder and that of the Leader;
- (5) A SRA of £4,578 (0.92 x BA) be awarded to the Chair of the Council for 2019/2020;
- (6) The Council and Charter Trustees develop clear protocols on how the offices of Chair of the Council and Charter Trustee Mayor are to support local community and civic events;
- (7) A SRA of £2,302 (0.46 x BA) be awarded to the Vice-Chair of the Council for 2019/2020;
- (8) A SRA of £4,578 (0.92 x BA) be awarded to the Chair of the Scrutiny Committee for 2019/2020;
- (9) A SRA of £4,578 (0.92 x BA) be awarded to the Chair of the Planning Committee for 2019/2020;
- (10) A SRA of £2,302 (0.46 x BA) be awarded to the Chair of the Licensing Committee for 2019/2020;
- (11) SRA of £2,302 (0.46 x BA) be awarded to the Chair of the Governance and Standards Committee for 2019/2020;
- (12) The independent town/parish co-optees on the Governance and Standards Committee be awarded an allowance of £500 for 2019/2020;
- (13) No SRA be awarded to the Vice-Chairs of Committees, although this would be kept under review by the Joint Independent Remuneration Panel;
- (14) A SRA of £3,514 (0.71 x BA) be awarded to the Leader of the largest opposition party for 2019/2020;
- (15) A SRA of £150 per group Member be awarded to the Leaders of other minority groups as long as there was a minimum of five elected Members in the group;

- (16) The new Council be invited to offer evidence to the Joint Independent identifying, through its Constitution, a clear corporate role for minority Group Leaders;
 - (17) A SRA of £500 be awarded to the Independent Person appointed to advise the Monitoring Officer and the Council, for 2019/2020;
 - (18) In accordance with the special characteristics of each Member role, the banding structure set out in Table L of the Joint Independent Remuneration Panel's Final Report should be applied to the roles as indicated on the basis that they were broadly comparable;
 - (19) The provisions for the payment of Carer's Allowances as set out in section 5 of Appendix 2 of the Joint Independent Remuneration Panel's Final Report be approved;
 - (20) The provisions for the payment of travel and subsistence allowances as set out in sections 6 and 7 of Appendix 2 of the Joint Independent Remuneration Panel' Final Report be approved;
 - (21) The list of 'approved duties' as set out in Annex C of Appendix 2 of the Joint Independent Remuneration Panel's Final Report be approved;
 - (22) The Scheme's rules for claiming allowances as set in section 9 of Appendix 2 of the Joint Independent Remuneration Panel's Final Report be approved; and
 - (23) The Scheme of Members' Allowances attached as Appendix 2 to the Joint Independent Remuneration Panel's Final Report be approved.
- (b) The Section 151 Officer be requested to update the Base Budget estimates for 2020/2021 within the Medium Term Financial Plan to reflect the up to date costs of the Allowances Scheme and take the necessary action to offset any budget shortfall in respect of Members Allowances in 2019/2020 through managed one-off savings in year.
- (c) The recommendations made by the Joint Independent Remuneration Panel be endorsed in terms of recommending the proposed arrangements for Charter Trustees for the Unparished Area of Taunton as follows:-
- (i) An allowance of £2,930 for the Mayor and £1,570 for the Deputy Mayor be awarded for 2019/2020;
 - (ii) The Consumer Prices Index be used to inflation-index both Mayoral allowances in future years; and
 - (iii) That after a year's experience of the offices of Mayor and Deputy Mayor, the allowances be reviewed by the Joint Independent Remuneration Panel.

6. **Approval of the Constitution**

Considered report previously circulated, which sought Members' approval for the proposed Constitution for the Somerset West and Taunton Council. A copy of the draft Constitution had been circulated to all Members.

In accordance with the Somerset West and Taunton (Local Government Changes) Order 2018, the Shadow Council was required to produce Constitutional arrangements for the operation of the new Council from 1 April

2019.

An Interim Constitution had previously been drafted to allow the Shadow Council to operate for the purposes that it was set up. These were essentially to:-

- (a) Manage the transition from the existing two separate Councils to a combined Council for the whole area;
- (b) Formulate and set up the Council budget for the new Council for 1 April 2019; and
- (c) Agree the new Constitutional arrangements for the new Council.

It was important that there was clarity in relation to how the new Council would operate. The Council's Constitution would provide this as it set out the overall framework of the Council and how its constituent parts would operate and make decisions in practice.

Under Regulation 10 of the Somerset West and Taunton (Local Government Changes) Order 2018, the Shadow Council was expected to formulate proposals for:-

- (i) The Executive arrangement that was to be operated by the new Council, Somerset West and Taunton, together with other documents forming part of the Constitution;
- (ii) A Code of Conduct to be adopted by the new Council; and
- (iii) A scheme of Members' Allowances to be adopted by the new Council.

The work in producing the new Constitution had involved extensive and wide consultation. Member engagement had commenced with discussion around agreeing the principles that should underpin the drafting of the Constitution for the new Council. Councillors also had extensive debate around their roles and responsibilities in the new Council and reached a consensus which had been included in the Constitution.

Noted that the Interim Monitoring Officer was of the view that the document, as drafted, would allow the new Council to operate in a safe and legal way from its inception. However, by its nature, it was intended that the document would be one that could be adapted to meet the needs of the new Council.

Reported that the new Council would face many challenges. It was therefore essential that if it was to be effective in making decisions in a timely manner, it operated within a Constitution that was fit for purpose and agile for a modern Authority to operate within. As part of this, Members had already agreed the following principles which have been borne in mind as part of producing the documents:-

- (a) The Constitution should be **enabling and facilitating** within a corporate framework;
- (b) There should be **maximum levels of delegation** within which both Executive Members and Officers operated;
- (c) There was a **strong corporate framework** which ensured safeguards for decision-making with the emphasis being to be **risk aware rather than risk averse**;
- (d) Decisions were able to be made **swiftly and efficiently** within the above parameters;
- (e) There should be **transparency** within the process for decision-making, including the appropriate level of **scrutiny and engagement** of members of the public;
- (f) Decision-making is undertaken with the highest levels of **ethics, propriety and probity**; and
- (g) There was **clear accountability** within the decision-making process of who was **responsible** for what.

The Constitution comprised the following documents:-

- Summary and Explanation;
- Articles;
- Responsibilities for Functions;
- Terms of Reference for Council;
- Terms of Reference for the Executive;
- Terms of Reference for the Audit, Governance and Standards Committee;
- Terms of Reference for the Scrutiny Committee;
- Terms of Reference for the Planning Committee;
- Terms of Reference for the Licensing Committee;
- Employment Committee Terms of Reference;
- Budget and Policy Procedure Rules;
- Executive Procedure Rules;
- Scrutiny Procedure Rules;
- Financial Regulations;
- Contract Procedure Rules;
- Employment Procedure Rules;
- Council Procedure Rules;
- Access to Information Procedure Rules;
- Councillor Code of Conduct;
- Member Officer Protocol;
- Planning Committee Members' Code of Good Practice;
- Employee Code of Conduct;
- Arrangements for Dealing with Standards Allegations; and
- Roles and Responsibilities of Councillors.

With regard to the arrangements for Dealing with Standards Allegations, it was a requirement of the Localism Act, 2011 that every Council appointed at least one Independent Person whose role was to advise the Council as part of the process for dealing with complaints that Councillors might have breached the Code of Conduct.

In the circumstances, it was considered appropriate to recommend that Louise Somerville, who was the current Independent Person for both Taunton Deane and West Somerset Councils, as well as the Shadow Council, be appointed to undertake this role on behalf of the Somerset West and Taunton Council.

Further reported that there would be a separate detailed Officer Scheme of Delegation which would set out the various levels of sub-delegation below the Chief Executive, Statutory Officers, Heads of Functions and Director. This was currently being produced and would be available in the early part of April 2019.

During the discussion of this item Councillor D Mansell proposed an amendment to the Roles and Responsibilities of Councillors by adding a further bullet point as follows:-

- “To help address Climate Change by making Somerset Carbon Neutral by 2030”.

The amendment which was seconded by Councillor C Booth was put and was carried.

Resolved that:-

- (a) The report be noted;
- (b) The Constitution for Somerset West and Taunton Council, as amended, be approved to take effect from 1 April, 2019;
- (c) Delegated authority be granted to the Monitoring Officer to make any typographical, grammatical and/or minor formatting amendments to the document as part of publication; and
- (d) In accordance with Section 28(7) of the Localism Act, 2011, Louise Somerville be appointed as the Independent Person for Somerset West and Taunton Council with effect from 1 April, 2019 for a period of up to 18 months.

7. Transitional Decision-Making Arrangements between 1 April 2019 and Annual Council in May 2019

Considered report previously circulated, which outlined the decision-making arrangements for the period between 1 April 2019 and up to the date of the Annual Council in May 2019.

The Shadow Council was currently operating under an Interim Constitution. In addition, Taunton Deane and West Somerset Councils would continue to operate under their respective, existing Constitutions until 1 April 2019 when both Councils would be wound up and dissolved.

Although ceasing to be Councillors of the District Councils, the Councillors would continue to remain as Members of the Shadow Authority throughout the 'Shadow Period' which was defined as the date the Somerset West and Taunton (Local Government Changes) Order 2018 came into force, ending on the fourth day after the forthcoming local elections – the 7 May 2019.

Under Regulation 8 (5) of the Somerset West and Taunton (Local Government Changes) Order 2018, the persons who immediately before 1 April 2019 were Members of the Shadow Executive would continue as Members of that Executive until the end of the 'Shadow Period'. Therefore, there would be an Interim Executive which might meet and make any relevant decisions up until that date.

Under Regulation 18 of the Order, functions conferred on the Shadow Authority by the Order would be delegated and discharged by the Shadow Executive. Therefore, during this period, the Shadow Executive would be able to carry out any functions required of it, including ensuring that all outstanding issues as part of implementation are also carried out effectively.

Accordingly, the Shadow Council now needed to consider the detailed decision-making arrangements from 1 April 2019 when the two Authorities have been abolished until such time as Annual Council in May 2019 was held.

It was important that current decisions which were being made by the two individual Authorities (for example, by Officers) continued to be made by them during the 'Shadow Period'.

To ensure that decisions also continued to be made in the fields of planning and licensing, the Council was recommended to appoint Planning and Licensing Committees for the Shadow Council during 'Shadow Period'.

It was therefore proposed to establish two Shadow Planning Committees and two Licensing Committees, each to separately cover the current administrative areas of Taunton Deane and West Somerset. Each committee would be made up of the current Members of the existing Planning and Licensing Committees at the respective Authorities.

Noted that each committee would be able to convene during the period 1 April 2019 to the date of the election to consider any business and would be able to delegate its function to a sub-committee in the event that a hearing needed to be called. The Terms of Reference of each of the Committees would be the same as the existing Committees.

Further reported that there would not be any major decisions taking place between the end of the 'Shadow Period' and Annual Council, which was

normal following a set of local elections. However, should any decisions be required, they would be made by the Statutory Officers in consultation with the existing Chair of the Shadow Council and any appointed Group Leaders.

Resolved that:-

- (a) The report be noted; and
- (b) The setting up of special ad-hoc Planning Committees and Licensing Committees for the period between 1 April 2019 until the end of the 'Shadow Period' be approved.

8. Transfer of Contracts, Property and Other Liabilities

Considered report previously circulated, which outlined the legislative provisions that governed the transfer of the existing Councils' responsibilities, assets and liabilities and the requirements that had to be met in respect of these provisions.

The Secretary of State had previously made an Order which allowed the creation of the new Somerset West and Taunton area but also provided for the dissolution of the existing Councils (the 'Predecessor Councils') and the establishment of the new Council ('the Successor Council').

In November 2018, the Government had produced another set of regulations which made provisions as to how the merger should take effect. The regulations were split into the following parts:-

- (a) The transfer of Council functions, property, rights and liabilities;
- (b) The staffing and TUPE provisions;
- (c) Provisions in respect of Town and Parish Councils;
- (d) The electoral administration: the Council plans and strategies;
- (e) The preparations and publishing of the final accounts for the existing Councils;
- (f) Transition arrangements for planning functions; and
- (g) Miscellaneous transitional provisions e.g. matters such as the Community Right to Challenge.

As far as the transfer of the Predecessor Councils' contracts, property rights and other assets and liabilities were concerned, the information the Predecessor Councils' had to provide to the Shadow Council no later than 31 March 2019 was as follows:-

- (i) Details of every contract entered into by a Predecessor Council that would extend, or may be extended, beyond 1 April 2019;
- (ii) Details of every action or proceeding to which a Predecessor Council was a party and which, in the Council's opinion, was unlikely to have been determined or settled before 1 April 2019; and
- (iii) Such other information relating to Predecessor Councils' property, rights or liabilities as the Shadow Council might reasonably request.

A position statement in relation to all the relevant data was set out in the Appendix to the report.

The regulations also provided that all functions of the Predecessor Councils would be transferred to the Successor Council on 1 April 2019.

Reported that to allow for a seamless transfer, any enactments which named a Predecessor Council/area or applied to a Predecessor Council area would continue to have effect after the 1 April 2019.

Furthermore, anything done by or in relation to a Predecessor Council in exercise with or in connection with a function that would be exercised by the Successor Council after 1 April 2019 would have effect as if done by the Successor Council. This included the following, which would automatically take effect:-

- agreements, decisions and instruments made;
- byelaws, orders and regulations made;
- consent, licence, permissions granted by or given to;
- certificate, direction or notice given by or to;
- applications, objections, proposal or requests made by or to;
- conditions imposed by or on; and
- proceedings against or instituted by,

the Predecessor Councils or Shadow Council.

Noted that any person appointed by a Predecessor Council to represent it on any body would continue to represent the Successor Council on that body.

Resolved that:-

- (a) The report and the legislative requirements be noted; and
- (b) The steps taken to meet the requirements set out in the Appendix to the report be also noted.

9. **Adoption and Updating of Policies**

Considered report previously circulated, concerning the proposed adoption of existing policies by the new Somerset West and Taunton Council (SWTC).

When SWTC came into existence on 1 April 2019 it would take on all of the statutory functions previously exercised by Taunton Deane Borough Council (TDBC) and West Somerset Council (WSC).

In order to carry out these functions, SWTC officers would need to rely on a suite of policies. A number of policies had already been considered and approved for adoption, by the Shadow Authority. These had generally been where a TDBC policy and a WSC policy had been merged into a new joint

policy for SWTC, containing a material change from the perspective of one or both existing councils.

Where new policies were proposed for SWTC that were materially different from those created by TDBC or WSC it was proposed that such policies would continue to be subject to approval through the democratic process.

However, for those policies of TDBC or WSC that required only minor updating but did not change the intent or substance of the policy, a practical and proportionate approach for updating such policies had been proposed which avoided taking up valuable committee time on what was largely an administrative task.

Resolved that:-

- (a) The existing Taunton Deane Borough Council and West Somerset Council policies be adopted as Somerset West and Taunton Council policies, where not already succeeded and approved by the Shadow Authority. This would still allow for the new Council to review and amend any policy at any time once it came into existence; and
- (b) Delegated authority be given to the Monitoring Officer to approve any necessary grammatical or branding/formatting changes to existing policies, to reflect those matters detailed in the report where the proposed changes were considered to be minor in nature and made no change to the intent or substance of the policy.

10. **Assets of Community Value Policy and Process**

Considered report previously circulated, concerning the Assets of Community Value (ACV) Policy and Process for the new Council.

The Localism Act 2011 had placed requirements on the Council to maintain a list of land/buildings in its area, where it considered the land to be of community value.

The Community Right to Bid provided the right to nominate land/buildings as ACV and then gave an opportunity to present bids to the owner in the event of the asset being offered for sale. The Council had statutory duties to deal with nomination applications, maintain a list of all land and assets successfully nominated as ACVs as well as those that were rejected and to administer the right to bid process. Accordingly, the Council had to have in place a relevant Policy setting out how this would be done.

Details of the proposed Right to Bid Policy to be operated by the new Council were detailed in the report together with an outline of the process that would need to be followed when a nomination application had been received.

Resolved that the proposed Assets of Community Value Policy and Process be approved.

11. **Approval of the Annual Pay Policy Statement 2019/2020**

Considered report previously circulated, concerning the Pay Policy Statement for 2019/2020.

Section 38 (1) of the Localism Act 2011 required local authorities to prepare and publish a Pay Policy Statement for each financial year which had been approved by Full Council.

The Pay Policy Statement had been drafted for approval in advance of the creation of Somerset West and Taunton Council on 1 April 2019 to ensure that the new Council complied with the legislation.

According to the Local Government (Boundary Changes) Legislation 2018 'all property, rights and liabilities of the Predecessor Councils shall on the reorganisation date vest in, and transfer to, the Successor Council'. All employees were previously employed by Taunton Deane Borough Council and therefore the policies and pension discretions would be adopted by the new Council with the recommendation that these should be reviewed within the next 12 months.

The changes in the data detailed in the Pay Policy statement reflected a 2% national pay award, awarded to all employees on 1 April 2019 and the implementation of a new National Joint Council (NJC) pay structure. The NJC pay structure reflected the Government's pledge to increase the national living wage to £9 per hour by 2020 and in the lowest grades, the new pay scales were in excess of 2%. The Council recognised the Living Wage Foundation and the lowest hourly wage was therefore £9.74 per hour.

The ratios between the senior pay of the Chief Executive and the Executive director and the lowest paid employee had shown a reduction when compared to last year's ratios. The ratio between the Head of Function and the lowest paid employee had replaced the previous Assistant Director role and was reported for the first time. The mean salary per full time employee had increased to £26,410. The increase reflected the new roles in the new organisational structure and the new pay structure.

Noted that there had been no changes to pension discretions.

Resolved that:-

- (a) The Pay Policy Statement 2019/2020 be approved for publication; and
- (b) Following the creation of the new Council, the policies and pension discretions relating to the workforce be reviewed to ensure that they met Somerset West and Taunton Council's aspirations for the workforce.

(The meeting ended at 6.12 p.m.)

Taunton Deane Borough Council

At a meeting of Taunton Deane Borough Council held in The John Meikle Room, The Deane House, Belvedere Road, Taunton on 20 March 2019 at 6.30 p.m.

Present The Mayor (Councillor Mrs Herbert)
 The Deputy Mayor (Councillor Mrs Smith)
 Councillors M Adkins, Berry, Mrs Blatchford, Booth, Brown, Cavill,
 Coombes, Cossey, D Durdan, Ms Durdan, Edwards, Farbahi,
 Mrs Floyd, Gaines, Govier, Mrs Gunner, Habgood, Hall, C Hill, Mrs Hill,
 Horsley, James, R Lees, Ms Lisgo, Mansell, Martin-Scott, Morrell,
 Nicholls, Parrish, Prior-Sankey, Mrs Reed, Ryan, Mrs Smith-Roberts,
 Mrs Stock-Williams, Sully, Townsend, Watson, Ms Webber,
 Wedderkopp and Williams

Mrs A Elder – Chairman of the Standards Advisory Committee

1. Minutes

The Minutes of the meetings of Full Council held on 11 October 2018 and Special Full Council held on 22 January 2019, copies having been sent to each Member, were signed by the Mayor.

2. Apologies

Councillors Mrs J Adkins, Aldridge, Beale, Bowrah, Coles, Henley, Mrs Lees, Mrs Warmington and Wren.

3. Declaration of Interests

Councillors Govier and Prior-Sankey declared personal interests as Members of Somerset County Council. Councillors Brown, Cavill, Coombes, Gaines, Govier, James, Mansell, Nicholls, Mrs Reed, Mrs Stock-Williams, Townsend, Watson and Ms Webber all declared personal interests as Members of Town or Parish Councils.

4. Public Question Time

- (a) Roger House referred to the recent High Street Grant Workshop where it was made known that Taunton Deane had consulted a bus company as to the issue but not a private coach operator.

Touring coaches operated very differently to buses. For example they could not use bus gates or bus lanes at the park and ride sites. He therefore asked the Council to invite Berry's Coaches to be a consultee for the whole coach industry as they had national experience of coach tours, working in urban areas and planned changes in environmental standards.

In his view, Berry's would be an asset as far as the grant bid was concerned as they could show how more visitors to the town centre by coach could be attracted.

Councillor Mark Edwards thanked Mr House for his question and felt it would be a good idea to include the views of a private coach operator in the High Street Grant bid.

(b) Alan Debenham asked the following questions:-

- (i) At the Special Meeting of Full Council last August, he had asked a question about the proposed name of the new Council which he and numerous other local residents did not support.

His question had been answered in very positive manner with the promise that, as soon as the new Council had its first meeting then its name could, and would, be changed to "Taunton Deane and West Somerset Council" giving priority to our County Town of Taunton. Did this promise still hold...as it appeared that the Council was going ahead with the use of the Somerset West and Taunton name? When could this ridiculous new name be changed to something that Taunton Deane residents would more wholeheartedly support?

- (ii) In the past week many residents would have received their Council Tax bill and been angered again by the bill increasing by almost 5%, way above current inflation standing at 2%. This not only made it difficult for less well-off people to pay the tax, or to understand why the Government continued to reduce its support grant to local Councils.

With the mantras of 'freezing Council Tax' or giving people 'more for less' via efficiency savings disappearing in the past couple of years, why was there no longer the added document with the tax bill which analysed and fully explained the reasons for changes to the Council Tax?

- (iii) With the forthcoming Comprehensive Spending Review in mind, what was the Council pressing the Government for in funding terms to replace the Revenue Support Grant and, to what extent were real governing powers for local Councils being sought to make them financially independent of Westminster, via new local tax-raising powers as proposed many years ago by the Layfield Royal Commission?

Councillor John Williams thanked Alan Debenham for advance notice of his questions. He replied as follows:-

- (i) The name of the new Council had been approved by the Department of Housing, Communities and Local Government and this would come into effect on 1 April 2019.

As far as changing the name was concerned, once the new Council was formally elected in May, it could seek a change to the name if it was the wish of the majority of Members.

- (ii) The Regulations relating to providing information to local residents explaining changes to their Council Tax bills had changed a few years ago. Instead of printing an insert for inclusion with the bills, the Council had chosen to provide the necessary information of the major

preceptors on its website. Residents were able to request a printed version of this information but since introduction only three requests for this had been received.

- (iii) The Council fully participated in the Comprehensive Spending Review and responded to all consultations regarding future funding. The Local Government Association also worked tirelessly for Councils to ensure the Government fully understood the financial difficulties Local Government faced.

Taunton Deane had lost 65% of its Revenue Support Grant from the Government over the past six years. Despite this, a balanced budget for the new Council had been approved for 2019/2020 and, as things stood, it was predicted that there would be a balanced budget over the next five years. Councillor Williams was of the view that the Council continued to provide a good standard of services to the local community.

- (c) In her absence due to illness, the Temporary Democratic Services Specialist read out the following question from Mrs Bev Fernandes addressed to Councillor Richard Parrish relating to the Taunton Garden Plan Vision.

“The vision appeared to have “green” running throughout it - the need for green space, areas for children to play and green corridors.

However, did the vision mean that the Council would allow building and development on parks and open spaces, such as the one currently proposed on Galmington Playing Field? This land had been left in trust for the people of Taunton to use for recreation and sports, and not to be built upon.

She was concerned that due to the lack of public consultation around this proposal could mean that other projects might not come to public knowledge either. This would seem to defy the statement “As we moved forward, further engagement and strong participation with individual citizens, local communities and representatives from key sectors of society within Taunton would be vital”.

I would welcome Councillor Parrish’s response”.

In response, Councillor Parrish stated that he had had no prior notice of Mrs Fernandes’s question but promised that a full response would be sent to her in due course.

He did comment that the proposed development would require only 5% of the total area of Galmington Playing Field. To suggest that further development would take place on other parks and green open spaces was not the case. He added that anyone was able to make an application for planning permission regardless as to whether they owned the land concerned.

5. **The Bishop Fox’s Educational Foundation**

Councillor Stephen Martin-Scott drew the attention of Councillors to the

Bishop Fox's Educational Foundation.

The Foundation, upon which he served as one of the trustees, was a local educational charity with assets of over £4,000,000. The interest generated on these assets was available which could be used to help fund local 11-24 year olds in activities that would help them reach their educational aspirations.

He had circulated to all Councillors details of the Foundation and the type of Project that could qualify for funding, ranging from capital schemes to uniform grants, and how and when applications should be submitted.

The Mayor thanked Councillor Martin-Scott for his contribution and congratulated him on raising the profile of the Foundation.

6. **Reports of the Leader of the Council and Executive Councillors**

(i) **Leader of the Council (Councillor John Williams)**

Councillor Williams's report covered the following topics:-

- New Council and Re-organisation;
- Proposed Dualling of the A358 – Update on Progress;
- Works to Junction 25 of the M5 Motorway and progress report on Nexus 25;
- The Deane House – Refurbishment Complete; and
- Country Park off Maidenbrook Lane, Cheddon Fitzpaine and West Monkton Parishes.

(ii) **Planning Policy and Transportation (Councillor Richard Parrish)**

The report from Councillor Parrish provided information on the following Areas within his portfolio:-

- Car Parks - Pay on Foot;
- Public Space Improvement Project;
- Planning Appeal – Gladman Developments – Land at Creech St. Michael;
- Cornhill, Wellington; and
- Taunton Garden Town Vision.

(ii) **Sports, Parks and Leisure (Councillor Mrs Vivienne Stock-Williams)**

The report from Councillor Mrs Stock-Williams dealt with activities taking place in the following areas:-

- Community Leisure – Play and Recreation; Play Equipment Repairs; Section 106 Funding for Play, Sport, Allotments and Community Halls; Capital Grant Scheme for Voluntary Village Halls, Sports Clubs and Allotments and the Parish Play Area Grant Scheme; Friends of Netherclay (Bishops Hull); Carols around the Bandstand, Vivary Park, Taunton; and Staffing;

- GLL (Taunton Deane) – Community Sport and Health;
- Leisure Procurement Project;
- Parks and Open Spaces – Arboriculture; Comeytrove Park; Green Flags; Frieze Hill Community Orchard; Somerset Memorial Wood; Staffing; Transition Town Wellington; Vivary Park; Unauthorised Encampment Action, Wellington Flower Tower; Wellington Park;
- Property – Station Road Swimming Pool; and Wellington Sports Centre.

(iv) **Corporate Resources (Councillor Andrew Sully)**

The report from Councillor Sully provided information on the following areas within his portfolio:-

- Corporate Performance;
- Customer Services;
- ICT/Technology;
- Members Case Management;
- Human Resources;
- Finance;
- Revenues and Benefits; and
- ‘Democratic Services’ and the Mayoralty.

(v) **Community Leadership (Councillor Mrs Jane Warmington)**

In Councillor Mrs Warmington absence, Councillor Williams presented the Community Leadership report which reflected on some of what had been achieved over the last four years.

What stood out in particular was that much of what the Council had done in the community was increasingly achieved through working together in partnerships with others. Working in partnership was leading to long term efficiencies, simpler internal arrangements, aligned strategies, a focus on what we all wanted to achieve, some shared budgets and much better outcomes.

At the end of the discussion on this report, Councillor Williams paid tribute to Richard Bryant, the former Democratic Services Manager, who was due to retire in mid-May following almost 36 years’ service with Taunton Deane.

On behalf of the Council he offered his greatest thanks to Mr Bryant and wished him well for the future.

(vi) **Housing Services (Councillor Stephen Martin-Scott)**

Councillor Martin-Scott submitted his report which drew attention to the following:-

- A Memorable Year - Target of delivering 200 affordable homes

for Taunton Deane exceeded; Completion of Parmin Close, Taunton; the continued success of the Council's own new build development programme; completion of the 12 Moorland Close, Taunton development; and the conclusion of the 12 month resident consultation in North Taunton;

- Other Affordable Housing Developments - Weavers Arms, Rockwell Green, Wellington; North Taunton Woolaway; Oake; and Laxton Road, Taunton;
- Somerset Housing Strategy; and
- North Taunton Woolaway Project.

A verbal report on the topic of Homelessness in Somerset and Taunton Deane was provided at the meeting by Councillor Martin-Scott.

(vii) **Environmental Services and Climate Change (Councillor Patrick Berry)**

The report from Councillor Berry drew attention to developments in the following areas:-

- Street Sweeping and Toilet Cleaning;
- Somerset Waste Partnership;
- Cemeteries and Crematorium;
- Licensing; and
- Environmental Health.

(viii) **Economic Development, Asset Management, Arts and Culture, Tourism and Communications (Councillor Mark Edwards)**

The report from Councillor Edwards covered:-

- Communications;
- Events, Place, Retail Marketing and Visitor Centre – Events; Place and Retail Marketing; and Visitor Centre;
- Growth Strategy and Specific Projects – Coal Orchard Redevelopment, Taunton; Geospatial and Innovation Centre; The Brewhouse Theatre, Taunton; and High Street Fund Bid for Taunton; and
- Asset Management Service Update – Leisure Procurement Facilities – Assets and Leases; Accommodation Project; Blackdown Business Park; Cornhill Development; Annual Asset and Insurance Valuations; and Asset Management System (Open Assets by Capita); and
- Tackling Unauthorised Encampments.

7. **Taunton Deane Borough Council Milestones**

Councillor Norman Cavill reflected on some of the significant events which had occurred during the 45 years Taunton Deane Borough Council had been

in existence.

These included the granting of the Royal Charter which afforded the status of 'Borough Council' on Taunton Deane; The Deane House being constructed to bring together the different arms of the Council for the first time; the opening of significant buildings such as the Station Road and Blackbrook Swimming Pools, Blackbrook and Wellsprings Leisure Centres; the major enhancement scheme in Taunton Town Centre; the award of the Freedom of the Borough to Councillors John Meikle MBE and Clifford Bishop, the Somerset Light Infantry (now 'The Rifles') and 40 Commando Royal Marines; and the decisions taken by both Taunton Deane and West Somerset Councils to seek dissolution of both Councils to enable a new Council to be called Somerset and West Council to be formed to come into operation on 1 April 2019.

Resolved that the report be noted.

Following the completion of agenda item No. 9, the Deputy Mayor (Councillor Fran Smith) took the Chair.

8. Councillor Catherine Avril Herbert

On the motion of Councillor Richard Parrish, seconded by Councillor Roger Habgood, it was **resolved** that the best thanks of the Council be accorded to Councillor Catherine Avril Herbert for the manner in which she had discharged the duties of the Office of Mayor during her term of office.

The Mayor replied.

(Note: Councillor Mrs Herbert's term would formally end on 31 March 2019 as the new Somerset West and Taunton Council would come into operation on 1 April 2019. The meeting was therefore the last opportunity the Council had to offer it's thanks to the Mayor. After 1 April, the Mayor would continue to honour invitations to events and engagements on an 'informal' basis up to and including 2 May 2019 when the Local Government Elections would be held.)

9. Past Mayor's Badge

The Deputy Mayor presented Councillor Mrs Herbert with her past Mayor's badge.

On completion of agenda item No. 11, the Mayor resumed the Chair and closed Taunton Deane Borough Council's final Full Council meeting at 9.15 p.m.

(Councillors Mrs Reed, Booth, Horsley and Farbahi left the meeting at 8.01 p.m. 8.40 p.m. 8.42 p.m. and 9.10 p.m. respectively.)

WEST SOMERSET COUNCIL

Minutes of Council held on 20 March 2019 at 4.30 pm

in the Council Chamber, Williton

Present:

Councillor B Heywood Chairman
Councillor J Parbrook..... Vice-Chairman

Councillor I Aldridge	Councillor B Allen
Councillor M J Chilcott	Councillor R Clifford
Councillor H Davies	Councillor M O Dewdney
Councillor S Dowding	Councillor S Goss
Councillor A Hadley	Councillor N Hawkins
Councillor I Jones	Councillor R Lillis
Councillor B Maitland-Walker	Councillor K Mills
Councillor P H Murphy	Councillor P Pilkington
Councillor S Pugsley	Councillor R Thomas
Councillor A H Trollope-Bellew	Councillor K H Turner
Councillor D J Westcott	Councillor R Woods

Officers in Attendance:

Chief Executive Officer (J Hassett)
Assistant Chief Executive and Monitoring Officer (B Lang)
Director of Operations and Deputy Chief Executive Officer (S Adam)
Special Project Consultant (J Souter)
Case Manager – Democracy and Governance (A Randell)

C56 Apologies for Absence

Apologies for absence were received from Councillors C Morgan, and T Venner.

C57 Minutes

(Minutes of the meeting of Council held on 20 February 2019, circulated with the Agenda.)

Proposed by Councillor Turner and Seconded by Councillor Westcott

RESOLVED that the Minutes of the meeting of Council held on 20 February 2019 be confirmed as a correct record.

C58 **Declarations of Interest**

Members present at the meeting declared the following personal interests in their capacity as a Member of a County, Parish or Town Council:

Name	Minute No.	Member of	Action Taken
Cllr I Aldridge	All	Williton	Spoke and voted
Cllr S Goss	All	Stogursey	Spoke and voted
Cllr B Maitland-Walker	All	Carhampton	Spoke and voted
Cllr P Murphy	All	Watchet	Spoke and voted
Cllr J Parbrook	All	Minehead	Spoke and voted
Cllr R Thomas	All	Minehead	Spoke and voted
Cllr A H Trollope-Bellew	All	Crowcombe	Spoke and voted
Cllr K H Turner	All	Brompton Ralph	Spoke and voted
Cllr D J Westcott	All	Watchet	Spoke and voted

Councillor Woods declared a prejudicial interest in respect of item 7 on the agenda and left the room for the duration of that item.

Councillor Davies declared a personal interest in respect of item 7 on the agenda.

Councillor Dowding declared a personal interest in respect of item 8 as a member of the RNLI.

C59 **Public Participation**

There was no public participation.

The item of Chairman's announcements was deferred until the end of the meeting.

C60 **Exclusion of the Press and Public**

Proposed by Councillor Heywood and seconded by Councillor Dewdney:-

RESOLVED that the press and public be excluded during consideration of item numbers 7 and 8 in the Report on the grounds that, if the press and public were present during discussion on these documents, there would be likely to be a disclosure to them of exempt information of the class specified in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended as follows:

The items contain information that could release confidential information relating to the financial or business affairs of any particular person (including the authority holding that information). It was therefore agreed that after consideration of all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Members duly discussed the contents of the reports.

C61 Proposed Commercial Land Transaction.

Before the start of the item Councillor Parbrook left the room

Councillors considered report number WSC 18/19, circulated with the Agenda was introduced by Councillor Dewdney and presented by the Special Project consultant.

The report set out the history of the proposed sale of land along with the valuation approach. The Freehold interest was set out in Appendix A, the title of the land in Appendix D and Heads of Terms in appendix D.

A debate ensued and the following main points were raised:

- The proposed land transaction linked to corporate aims and was positive for local communities.
- There were no objections from members of the public in relation to the land sale.
- More transparency, involvement of ward members and community groups was requested in the way that decisions were made. It was questioned if the item should have been considered at Scrutiny.
- There was no March Scrutiny scheduled, due to timescales there was no chance for it be considered at Scrutiny.
- From the perspective as landlords, new landlords inherited the liabilities to grant access and maintain the road. The freehold would be sold and under the terms of the deed, rights of way would be granted.
- Concerns were expressed that there was not the infrastructure to support the increase in traffic.
- Any access issues would be part of the planning application and approval process and was considered a separate issue.
- The decision made would stand with the New Council.

RESOLVED (1) Commercial negotiations relating to the site are concluded on the basis of a combined minimum payment which will be paid in 3 phases by the landowner.

RESOLVED (2) Heads of Terms attached under Appendix D are approved by the Council and that the deal is passed to SHAPE Legal services to complete on behalf of WSDC.

C62 Proposed Commercial Land Transaction.

Councillors considered report number WSC 19/19, circulated with the Agenda was introduced by Councillor Dewdney and presented by the Special Project consultant.

The report detailed the history of the site and the area of land currently used for amenity purposes. Details of current valuation was set out in the report and future proposals for the land were set out in Appendix B.

A debate ensued and the following main points were raised:

- Concerns were expressed that this items had not been considered at Scrutiny, this was due to timescales, Councillors were requested to make a determination at Full Council.
- The commercial party approached the Council for the purchase of land. Both parties were happy with the proposals.
- The Value was determined by the best value requirement. There was an obligation to rate payers to ensure the best price was reached.

RESOLVED (1) The Council agree to sell the land to a commercial party and for the new owner to pick up the Council's legal costs as part of the deal.

Re-admittance of the Press and Public

Proposed by Councillor Heywood and seconded by Councillor Dewdney :-

RESOLVED that the press and public be re-admitted to the meeting.

C63 Chairman's Announcements

Prior to the Chairmans announcements Chris Hall provided an informal briefing on the operations of Watchet Harbour. He set out to members that the Harbour was in safe operation and the levels of mud was not preventing safe access to the Harbour. There was a commitment to find a long term solution.

All Councillors were encouraged to attend the cricket world cup trophy tour.

Councillor Trollope-Bellew thanked both past and present Councillors for their service and encouraged those Councillors who were re-elected as part of the new council work for the benefit of the area as a whole, to ensure more power placed at a local level.

Councillor Mills thanked all staff for their hard work.

Councillor Heywood thanked all Councillors for supporting him as Chairman of the Council, he went on to thank Bruce Lang for 39 years of hard work and dedicated service at the Council.

The meeting closed at 6.25 pm.

Councillor Appointments to Committees

<p>Scrutiny Committee = 15 seats</p> <ol style="list-style-type: none"> 1. Cllr Keith Wheatley (LD) 2. Cllr Philip Stone (LD) 3. Cllr Hazel Prior-Sankey (LD) 4. Cllr Marcus Kravis (LD) 5. Cllr Sue Lees (LD) 6. Cllr Danny Wedderkopp (LD) 7. Cllr Sue Buller (LD) 8. Cllr John Hassall (LD) 9. Cllr Gwilym Wren (I) 10. Cllr David Mansell (I) 11. Cllr John Hunt (I) 12. Cllr Ian Aldridge (I) 13. Cllr Nick Thwaites (C) 14. Cllr Norman Cavill (C) 15. Cllr Libby Lisgo (Lab) 	<p>Audit, Governance and Standards Committee = 11 seats (plus 2 Independent people and 2 Town and Parish Council representatives)</p> <ol style="list-style-type: none"> 1. Cllr Dixie Darch (LD) 2. Cllr Sue Buller (LD) 3. Cllr Sarah Wakefield (LD) 4. Cllr Lee Baker (LD) 5. Cllr Caroline Ellis (LD) 6. Cllr Simon Coles (LD) 7. Cllr Janet Lloyd (I) 8. Cllr Hugh Davies (I) 9. Cllr Terry Venner (I) 10. Cllr Vivienne Stock-Williams (C) 11. Cllr Steven Pugsley (C) 12. Independent Person – Anne Elder 13. Independent Person - Vacant 14. Town & Parish Representative – Bryn Wilson 15. Town & Parish Representative – Sally de Renzy-Martin
<p>Planning Committee = 15 seats</p> <ol style="list-style-type: none"> 1. Cllr Simon Coles (LD) 2. Cllr Marcia Hill (LD) 3. Cllr Mark Lithgow (LD) 4. Cllr Martin Hill (LD) 5. Cllr Sue Buller (LD) 6. Cllr Simon Nicholls (LD) 7. Cllr Ray Tully (LD) 8. Cllr Ed Firmin (LD) 9. Cllr Gwilym Wren (I) 10. Cllr Ian Aldridge (I) 11. Cllr Jean Adkins (I) 12. Cllr Janet Lloyd (I) 13. Cllr Christopher Morgan (C) 14. Cllr Roger Habgood (C) 15. Cllr Brenda Weston (Lab) 	<p>Licensing Committee = 15 seats</p> <ol style="list-style-type: none"> 1. Cllr Martin Peters (LD) 2. Cllr Ray Tully (LD) 3. Cllr Marcus Kravis (LD) 4. Cllr Sue Lees (LD) 5. Cllr Caroline Ellis (LD) 6. Cllr Sarah Wakefield (LD) 7. Cllr Marcia Hill (LD) 8. Cllr Kelly Durdan (I) 9. Cllr Marcus Barr (I) 10. Cllr Loretta Whetlor (I) 11. Cllr Paul Bolton (I) 12. Cllr Andrew Hadley (C) 13. Cllr Catherine Herbert (C) 14. Cllr Andy Milne (C) 15. Cllr Libby Lisgo (Lab)
<p>Employment Committee</p> <ol style="list-style-type: none"> 1. Cllr Federica Smith-Roberts (LD) 2. Cllr Ross Henley (LD) 3. Cllr Lee Baker (LD) 4. Cllr Sue Buller (LD) 5. Cllr Gwilym Wren (I) 6. Cllr Craig Palmer (I) 7. Cllr Anthony Trollope-Bellew (C) 	

Planning Substitutes:

Cllr A Govier (LAB)
Cllr J Hassall (LD)
Cllr Caroline Ellis (LD)
Cllr Sarah Wakefield (LD)
Cllr Andy Pritchard (I)
Cllr John Hunt (I)
Cllr Loretta Whetlor (I)
Cllr Craig Palmer (I)
Cllr Dave Mansell (I)
Cllr Andrew Hadley (C)
Cllr Anthony Trollope-Bellew (C)

Independent Person:

By law the Council is required to appoint an Independent Person to work with the Audit, Governance and Standards Committee on complaints about Councillors.
Louise Somerville

Independent Members for Audit, Governance and Standards Committee:

Anne Elder wishes to continue as an Independent Member of the Audit, Governance and Standards Committee.

There will be one vacancy – it is recommended that the Council advertise for this position

Town and Parish Council reps for the Audit, Governance and Standards Committee:

The former Town and Parish Reps were contacted to see if they wanted to be on the Audit, Governance and Standards Committee and all responded positively.

It is suggested that 'first come, first served' basis be applied and that Bryn Wilson and Sally de Renzy-Martin be appointed from the list below:

1. Bryn Wilson – Wiveliscombe Parish Council
2. Sally de Renzy-Martin – Watchet Parish Council
3. John Davis – Cutcombe Parish Council
4. Mike Marshall – Ruishton Parish Council
5. Penny Webber – Selworthy and Minehead Without Parish Council

DRAFT POLITICAL ALLOCATION – May 2019

	Totals	Liberal Democrats (LD) 30	Independent + Green (I+G) 16	Conservative (Con) 10	Labour (Lab) 3
% based on current membership of 59	100	50.85 (51)	27.11 (27)	16.95 (17)	5.08 (5)
Committee Seats	63	33	17	10	3
Committee	No on Committee	LD 33	I+G 17	Con 10	Lab 3
Scrutiny	15	7.76 (8)	4.01 (4)	2.41 (2)	0.80 (1)
Audit, Governance & Standards	11	5.69 (6)	2.94 (3)	1.96 (2)	0.58 (0)
Planning	15	7.76 (8)	4.01 (4)	2.41 (2)	0.80 (1)
Licensing	15	7.76 (7)	4.01 (4)	2.41 (3)	0.80 (1)
Employee	7	3.55 (4)	1.78 (2)	1.06 (1)	0.36 (0)
Total	63	33	17	10	3
		0	0	0	0

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2018/2019
Avon and Somerset Police and Crime Panel	Reps Required: 1 Meeting Schedule: 6 times per year	Cllr J Warmington/Cllr S Dowding
Blackdown Hills AONB Partnership Management Group	Reps Required: 1 Meeting Schedule: Bi-Monthly	Cllr D Durdan
Blackdown Hills Joint Partnership Advisory Committee	Reps Required: 1 Meeting Schedule: Unknown	Cllr C Edwards
Brewhouse Theatre Board Meetings	Reps Required: 1 Cllr 1 Officer Meeting Schedule: As required to observe	Cllr N Cavill
District Councils Network Assembly Representative	Reps Required: 1 Meeting Schedule: Unknown Reserved for the Leader of the Council	Cllr J Williams
ENGAGE – West Somerset Voluntary Sector Development Agency	Reps Required: 1 and 1 Deputy Meeting Schedule: Unknown	Cllr R Lillis and Deputy Cllr N Thwaites

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2018/2019
Exmoor National Park Authority (politically balanced)	Reps Required: 4 Meeting Schedule: Monthly	Cllr S Pugsley, Cllr B Heywood, Cllr M Dewdney, Cllr I Jones
Friends of Konigslutter	Reps Required: 1 Meeting Schedule: Quarterly	Cllr D Durdan
Friends of Vivary Park	Reps Required: 1 Meeting Schedule: Quarterly	Cllr T Hall
Harbour Board	Reps Required: 4 + 2 Non-Voting Meeting Schedule: Quarterly	Cllr M Dewdney, Cllr J Parbrook, Cllr R Woods, Cllr T Venner Cllr C Morgan & Cllr M Chilcott
Hestercombe Gardens Trust	Reps Required: 1 Meeting Schedule:	Cllr M Hill
Hinkley Point Site Stakeholder Group	Reps Required: Was 4 Meeting Schedule: Three times annually usually the last Friday in Feb, June and Oct.	Cllr R Habgood/Cllr B Maitland-Walker/Cllr C Morgan/Cllr S Goss

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2018/2019
Heart of the South West LEP Joint Committee	Reps Required: 1 plus 1 substitute Meeting Schedule: Three formal meetings a year in January, June and September and three informal Leader's meetings.	Cllr A Trollope-Bellew Sub: Cllr S Pugsley Cllr J Williams Sub: Cllr M Edwards
Local Government Association General Assembly	Reps Required: 2 Meeting Schedule: Bi-Annually	Cllr R Habgood/Cllr C Herbert
Management Committee of Broadlands	Reps Required: 1 Meeting Schedule: Unknown	Cllr J Parbrook
MATA Regal Theatre Co. Ltd	Reps Required: 1 Meeting Schedule: Monthly	Cllr A Kingston-James
Minehead BID Board	Reps Required: 1 Meeting Schedule: Unknown	Cllr A Hadley
Minehead Coastal Communities Team	Reps Required: 4 Meeting Schedule: Six-weekly	Cllr A Hadley (PFH), Cllr B Maitland-Walker (Deputy), Cllr R Thomas, Cllr J Parbrook

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2018/2019
Minehead EYE Management Committee	Reps Required: 1 Meeting Schedule: Monthly	Cllr D Westcott
Monitoring and Evaluation Group – West Somerset Sports and Leisure Centre	Reps Required: 1 Meeting Schedule: Bi-Annually	Cllr A Hadley
Parrett Catchment Project Management Committee	Reps Required: 1 Meeting Schedule: Unknown	Cllr G Wren
Parrett Internal Drainage Board	Reps Required: 2 Meeting Schedule: Quarterly with an additional five sub-committee	Cllr D Durdan and Cllr P Stone/ Cllr B Maitland-Walker and Cllr C Morgan
Quantock Hills Joint Advisory Committee	Reps Required: 4 Meeting Schedule:	Cllr A Trollope-Bellew/ Cllr S Dowding/Cllr G Wren/ Cllr N Townsend
Rural Services Network	Reps Required: 1 and 1 Deputy Meeting Schedule: Unknown	New
Safer Somerset Partnership	Reps Required: 1 Meeting Schedule: Quarterly	Cllr J Warmington

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2018/2019
Somerset Armed Forces Community Covenant Champion and Partnership	Reps Required: 1 Meeting Schedule: Quarterly and Bi-Annually	Cllr R Bowrah BEM/ Cllr S Dowding
Somerset Biodiversity Steering Group	Reps Required: 1 Meeting Schedule: Bi-Monthly	Cllr G Wren
Somerset Building Control Partnership	Reps Required: 2 Meeting Schedule: Quarterly	Cllr M Edwards/ Cllr P Berry
Somerset Building Preservation Trust	Reps Required: 1 and 1 reserve Meeting Schedule: Three times annually in Feb, June and Oct.	Cllr M Hill/ Cllr S Dowding
Somerset Growth Board	Reps Required: 1 Meeting Schedule: Quarterly Economic Development PFH	Cllr A Hadley/ Cllr M Edwards
Somerset Health and Wellbeing Board	Reps Required: 1	Cllr K Turner/ Cllr J Warmington

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2018/2019
	Meeting Schedule: 4-6 Times Annually - Statutory	
Joint Scrutiny Panel of Somerset Waste Board	Reps Required: 2 Meeting Schedule: Bi-Annually Should be Non-Executive and appointed by the Scrutiny Cttee.	Cllr A Gunner/ Cllr D Mansell/ Cllr I Aldridge/ Cllr J Parbrook
Somerset Levels and Moors Local Action For Rural Communities (LARC) Executive Board	Reps Required: 1 Meeting Schedule: Quarterly	Cllr D Durdan & Cllr P Watson
Somerset Local Access Forum	NO REP REQUIRED UNTIL 2023	
Somerset Pensions Committee	Reps Required: 1 Meeting Schedule: Unknown	Cllr R Parrish
Somerset Passenger Transport Forum	Reps Required: 1 Meeting Schedule: Bi-Annually	Cllr B Maitland-Walker/ Cllr R Habgood

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2018/2019
Somerset Playing Fields Association	Reps Required: 1 Meeting Schedule: Quarterly	Cllr D Durdan/ Cllr H Davies
Somerset Primary Care Trust	Reps Required: 1 Meeting Schedule: Monthly/Ad-Hoc	Cllr R Parrish
Somerset Rivers Authority	Reps Required: 1 and 1 alternate Meeting Schedule: Quarterly	Cllr J Williams & Cllr N Cavill (alternate)
Somerset Rivers Authority Scrutiny Panel	Reps Required: 2 Meeting Schedule: Bi-Annually Should be Non-Executive	Cllr S Coles/ Cllr L Lisgo/ Cllr N Thwaites/ Cllr R Woods
Somerset Strategic Housing Partnership	Reps Required: 1 Meeting Schedule: Six times a year Relevant PFH for Housing	Cllr T Beale/ Cllr K Turner

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2018/2019
Somerset Waste Board	Reqs Required: 2 Meeting Schedule: Monthly Appointment should be made by SWT Executive	Cllr P Berry & Cllr H Prior-Sankey
Somerset Water Management Board	Reqs Required: 1 Meeting Schedule: Quarterly	Cllr D Durdan
Somerset Waterways Advisory Committee	Reqs Required: 2 Meeting Schedule: Quarterly	Cllr P Berry & Cllr D Durdan
Somerset West Private Sector Housing Partnership	Reqs Required: 1 Meeting Schedule: Bi-Annually Relevant Housing PFH	Cllr T Beale/ Cllr K Turner
South West Audit Partnership (SWAP) Members Meeting & Board	Reqs Required: 2 Meeting Schedule: Bi-Annually One of the appointees should be Chair of Audit, Governance and Standards	Cllr A Sully/ Cllr J Blatchford/ Cllr R Lillis

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2018/2019
South West Councils Employers Panel	Reps Required: 1 Meeting Schedule: Unknown Relevant Executive Member	Cllr A Sully
South West Councils Membership Representative	Reps Required: 1 Meeting Schedule: Unknown Relevant Executive Member	Cllr J Williams
Tacchi-Morris Management Committee	Reps Required: 2 Meeting Schedule: Six times a year	Cllr N Cavill & Cllr J Hunt
Taunton and Somerset NHS Trust – Foundation Trust Council of Governors	Reps Required: 1 Meeting Schedule: Unknown	Cllr R Parrish
Taunton Aid in Sickness Fund	Reps Required: 1 Meeting Schedule: Quarterly	Cllr R Lees
Taunton Deane Bowling Club	Reps Required: 1 Meeting Schedule: Monthly	Cllr R Bowrah BEM

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2018/2019
Taunton Deane District Citizens Advice Bureau	Reps Required: 1 Meeting Schedule:	Cllr A Kingston-James/ Cllr V Stock-Williams
Taunton Deane Domestic Abuse Forum	Reps Required: 1 Meeting Schedule: Unknown	Cllr J Warmington
Taunton Heritage Trust	Reps Required: 2 Meeting Schedule: Unknown	Cllr T Hall & Cllr L Lisgo Cllr R Habgood (Heritage Champion)
The Albemarle Centre	Reps Required: 2 Meeting Schedule: Monthly	Vacant
The Making It Local – Blackdown Hills and East Devon Local Action Group	Reps Required: 1 Meeting Schedule: Quarterly	Cllr D Durdan
Visit Exmoor Executive Board	Reps Required: 2 Meeting Schedule: 8 Days p/year	Cllr A Hadley & Cllr K Mills
Watchet Coastal Communities Team	Reps Required: 1 Meeting Schedule: Unknown	Cllr R Woods

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2018/2019
West Somerset Advice Bureau	Reps Required: 1 and 1 Deputy Meeting Schedule: Quarterly	Cllr I Aldridge Dep: Cllr R Clifford
West Somerset Railway Partnership Development Group	Reps Required: 1 and 1 Deputy Meeting Schedule: Quarterly	Cllr A Hadley Dep: Cllr K Mills Cllr R Habgood

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2019/2020
Avon and Somerset Police and Crime Panel	Reps Required: 1 Meeting Schedule: 6 times per year	Cllr C Booth
Blackdown Hills AONB Partnership Management Group	Reps Required: 1 Meeting Schedule: Bi-Monthly	Cllr R Henley
Blackdown Hills Joint Partnership Advisory Committee	Reps Required: 1 Meeting Schedule: Unknown	Cllr R Henley
Brewhouse Theatre Board Meetings	Reps Required: 1 Cllr 1 Officer Meeting Schedule: As required to observe	Cllr N Cavill
District Councils Network Assembly Representative	Reps Required: 1 Meeting Schedule: Unknown Reserved for the Leader of the Council	Cllr F Smith-Roberts
ENGAGE – West Somerset Voluntary Sector Development Agency	Reps Required: 1 and 1 Deputy Meeting Schedule: Unknown	Cllr B Allen

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2019/2020
Exmoor National Park Authority (politically balanced)	Reps Required: 4 Meeting Schedule: Monthly	TO BE CONFIRMED
Friends of Konigslutter	Reps Required: 1 Meeting Schedule: Quarterly	Cllr D Durdan
Friends of Vivary Park	Reps Required: 1 Meeting Schedule: Quarterly	Cllr R Lees
Harbour Board	Reps Required: 4 Meeting Schedule: Quarterly	Cllr A Wedderkopp, P Pilkington, Cllr L Whetlor 1 CON VACANCY
Hestercombe Gardens Trust	Reps Required: 1 Meeting Schedule:	Cllr M Hill
Hinkley Point Site Stakeholder Group	Reps Required: Was 4 Meeting Schedule: Three times annually usually the last Friday in Feb, June and Oct.	Cllr M Rigby, Cllr P Pilkington, Cllr C Morgan, Cllr L Whetlor

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2019/2020
Heart of the South West LEP Joint Committee	Reps Required: 1 plus 1 substitute Meeting Schedule: Three formal meetings a year in January, June and September and three informal Leader's meetings.	Cllr H Farbahi Sub: Cllr M Rigby
Local Government Association General Assembly	Reps Required: 2 Meeting Schedule: Bi-Annually	Cllr R Henley & Cllr J Hassall
Management Committee of Broadlands	Reps Required: 1 Meeting Schedule: Unknown	VACANT
MATA Regal Theatre Co. Ltd	Reps Required: 1 Meeting Schedule: Monthly	Cllr B Allen
Minehead BID Board	Reps Required: 1 Meeting Schedule: Unknown	Cllr C Palmer
Minehead Coastal Communities Team	Reps Required: 4 Meeting Schedule: Six-weekly	Cllr H Farbahi (PFH), Cllr M Rigby, Cllr P Pilkington, Cllr C Palmer, 1 VACANCIES (MINEHEAD)

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2019/2020
Minehead EYE Management Committee	Reps Required: 1 Meeting Schedule: Monthly	Cllr B Allen
Monitoring and Evaluation Group – West Somerset Sports and Leisure Centre	Reps Required: 1 Meeting Schedule: Bi-Annually	Cllr R Lees
Parrett Catchment Project Management Committee	Reps Required: 1 Meeting Schedule: Unknown	Cllr P Stone
Parrett Internal Drainage Board	Reps Required: 2 Meeting Schedule: Quarterly with an additional five sub-committee	Cllr D Durdan and Cllr P Stone
Quantock Hills Joint Advisory Committee	Reps Required: 4 Meeting Schedule:	Cllr A Trollope-Bellew/Cllr G Wren/ Cllr D Darch/ Cllr H Davies
Rural Services Network	Reps Required: 1 and 1 Deputy Meeting Schedule: Unknown	Cllr M Blaker
Safer Somerset Partnership	Reps Required: 1 Meeting Schedule: Quarterly	Cllr C Booth

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2019/2020
Somerset Armed Forces Community Covenant Champion and Partnership	Reps Required: 1 Meeting Schedule: Quarterly and Bi-Annually	Cllr A Milne
Somerset Biodiversity Steering Group	Reps Required: 1 Meeting Schedule: Bi-Monthly	Cllr G Wren
Somerset Building Control Partnership	Reps Required: 2 Meeting Schedule: Quarterly	Cllr H Farbahi & Cllr A Wedderkopp
Somerset Building Preservation Trust	Reps Required: 1 and 1 reserve Meeting Schedule: Three times annually in Feb, June and Oct.	Cllr M Hill/ Cllr S Coles
Somerset Growth Board	Reps Required: 1 Meeting Schedule: Quarterly Economic Development PFH	Cllr H Farbahi

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2019/2020
Somerset Health and Wellbeing Board	Reps Required: 1 Meeting Schedule: 4-6 Times Annually - Statutory	Cllr C Booth
Joint Scrutiny Panel of Somerset Waste Board	Reps Required: 2 Meeting Schedule: Bi-Annually Should be Non-Executive and appointed by the Scrutiny Cttee.	Cllr J Hassall & A Trollope-Bellew
Somerset Levels and Moors Local Action For Rural Communities (LARC) Executive Board	Reps Required: 1 Meeting Schedule: Quarterly	VACANCY
Somerset Local Access Forum	NO REP REQUIRED UNTIL 2023	
Somerset Pensions Committee	Reps Required: 1 Meeting Schedule: Unknown	Cllr R Henley
Somerset Passenger Transport Forum	Reps Required: 1 Meeting Schedule: Bi-Annually	Cllr J Hassall

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2019/2020
Somerset Playing Fields Association	Reps Required: 1 Meeting Schedule: Quarterly	Cllr R Lees
Somerset Primary Care Trust	Reps Required: 1 Meeting Schedule: Monthly/Ad-Hoc	Cllr C Ellis
Somerset Rivers Authority	Reps Required: 1 and 1 alternate Meeting Schedule: Quarterly	Cllr F Smith-Roberts (Cllr A Wedderkopp)
Somerset Rivers Authority Scrutiny Panel	Reps Required: 2 Meeting Schedule: Bi-Annually Should be Non-Executive	Cllr S Coles & (Cllr L Lisgo)
Somerset Strategic Housing Partnership	Reps Required: 1 Meeting Schedule: Six times a year Relevant PFH for Housing	Cllr F Smith

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2019/2020
Somerset Waste Board	Reqs Required: 2 Meeting Schedule: Monthly Appointment should be made by SWT Executive	Cllr A Wedderkopp & Cllr D Mansell
Somerset Water Management Board	Reqs Required: 1 Meeting Schedule: Quarterly	Cllr D Durdan
Somerset Waterways Advisory Committee	Reqs Required: 2 Meeting Schedule: Quarterly	Cllr A Wedderkopp & Cllr D Durdan
Somerset West Private Sector Housing Partnership	Reqs Required: 1 Meeting Schedule: Bi-Annually Relevant Housing PFH	Cllr F Smith
South West Audit Partnership (SWAP) Members Meeting & Board	Reqs Required: 2 Meeting Schedule: Bi-Annually One of the appointees should be Chair of Audit, Governance and Standards	Cllr S Lees and Cllr R Henley

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2019/2020
South West Councils Employers Panel	Reps Required: 1 Meeting Schedule: Unknown Relevant Executive Member	Cllr R Henley
South West Councils Membership Representative	Reps Required: 1 Meeting Schedule: Unknown Relevant Executive Member	Cllr F Smith-Roberts
Tacchi-Morris Management Committee	Reps Required: 2 Meeting Schedule: Six times a year	Cllr R Tully and Cllr N Cavill
Taunton and Somerset NHS Trust – Foundation Trust Council of Governors	Reps Required: 1 Meeting Schedule: Unknown	VACANT
Taunton Aid in Sickness Fund	Reps Required: 1 Meeting Schedule: Quarterly	Cllr R Lees
Taunton Deane Bowling Club	Reps Required: 1 Meeting Schedule: Monthly	Cllr F Smith

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2019/2020
Taunton Deane District Citizens Advice Bureau	Reps Required: 1 Meeting Schedule:	Cllr S Lees
Taunton Deane Domestic Abuse Forum	Reps Required: 1 Meeting Schedule: Unknown	Cllr C Booth
Taunton Garden Town Cultural Forum	Reps Required: 2	Cllr B. Allen & Cllr N. Cavill
Taunton Heritage Trust	Reps Required: 2 Meeting Schedule: Unknown	Cllr A Pritchard & Cllr L Lisgo Cllr R Habgood (Heritage Champion)
Taunton Strategic Advisory Board	Reps Required: 1	Cllr F. Smith-Roberts
The Albemarle Centre	Reps Required: 2 Meeting Schedule: Monthly	Cllr C Ellis and Cllr M Hill
The Making It Local – Blackdown Hills and East Devon Local Action Group	Reps Required: 1 Meeting Schedule: Quarterly	Cllr R Henley

SWT REPRESENTATION ON OUTSIDE BODIES – 2019/2020

OUTSIDE BODY	INFORMATION	REPS 2019/2020
Visit Exmoor Executive Board	Reps Required: 2 Meeting Schedule: 8 Days p/year	Cllr P Pilkington and Cllr H Farbahi
Watchet Coastal Communities Team	Reps Required: 1 Meeting Schedule: Unknown	Cllr P Pilkington/ Cllr L Whetlor
Watchet Harbour Advisory Committee	Reps Required: 1 Meeting Schedule: Quarterly	Cllr L Whetlor
West Somerset Advice Bureau	Reps Required: 1 and 1 Deputy Meeting Schedule: Quarterly	Cllr I Aldridge Dep: Cllr P Pilkington
West Somerset Flood Group	Reps Required: 1 Meeting Schedule: Quarterly	Cllr P Pilkington (Chair)
West Somerset Railway Partnership Development Group	Reps Required: 1 and 1 Deputy Meeting Schedule: Quarterly	Cllr B Allen and Cllr J Hassall

COUNCIL MEETING TIMETABLE 2019 – 2020

	MAY (2019)	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY (2020)	FEBRUARY	MARCH	APRIL	MAY (2020)
MON			1										
TUES			2 ENPA			1 ENPA							
WED	1		3			2			1 Bank Holiday			1	
THUR	2		4	1 Planning 1pm (DH)		3 Planning 1pm (DH)			2			2 Planning 1pm (WSH)	
FRI	3		5	2		4	1		3			3	1
SAT	4	1	6	3		5	2		4	1		4	2
SUN	5	2	7	4	1	6	3	1	5	2	1	5	3
MON	6 Bank Holiday	3	8	5	2	7 Full Council 6.15pm (WSH)	4	2	6	3	2	6	4 Bank Holiday
TUES	7 ENPA	4 ENPA	9	6 ENPA	3 ENPA	8	5 ENPA	3 ENPA	7 ENPA	4 ENPA Executive 6.15pm (WSH)	3 ENPA	7 ENPA	5 ENPA
WED	8	5	10	7 Scrutiny 6.15pm (DH)	4 Scrutiny 6.15pm (WSH)	9 Scrutiny 6.15pm (DH)	6 Scrutiny 6.15pm (DH)	4 Scrutiny 6.15pm (WSH)	8 Scrutiny 6.15pm (DH)	5	4 Scrutiny 6.15pm (WSH)	8 Scrutiny 6.15pm (DH)	6 Annual Council 6.15pm (DH)
THUR	9	6	11 Planning 1pm (WSH)	8	5	10	7	5 Planning 1pm (DH)	9 Planning 1pm (DH)	6	5	9	7
FRI	10	7	12	9	6	11	8	6	10	7	6	10 Bank Holiday	8
SAT	11	8	13	10	7	12	9	7	11	8	7	11	9
SUN	12	9	14	11	8	13	10	8	12	9	8	12	10
MON	13	10	15	12	9	14	11	9 Licensing 6.15pm (DH)	13	10	9	13 Bank Holiday	11
TUES	14	11	16	13 Executive 6.15pm (WSH)	10 Executive 6.15pm (DH)	15 Executive 6.15pm (DH)	12 Executive 6.15pm (WSH)	10 Executive 6.15pm (DH)	14 Executive 6.15pm (DH)	11	10 Executive 6.15pm (DH)	14 Executive 6.15pm (DH)	12
WED	15	12 Scrutiny 6.15pm (WSH)	17 Scrutiny 6.15pm (DH)	14	11	16	13	11 Audit, Governance and Standards 6.15pm (DH)	15	12	11 Audit, Governance and Standards 6.15pm (DH)	15	13 Scrutiny 6.15pm (DH)
THUR	16	13	18	15	12 Planning 1pm (WSH)	17	14 Planning 1pm (WSH)	12	16	13	12 Planning 1pm (DH)	16	14 Planning 1pm (DH)
FRI	17	14	19	16	13	18	15	13	17	14	13	17	15
SAT	18	15	20	17	14	19	16	14	18	15	14	18	16
SUN	19	16	21	18	15	20	17	15	19	16	15	19	17
MON	20	17	22	19	16 Licensing 6.15pm (DH)	21	18	16	20	17	16 Licensing 6.15pm (WSH)	20	18
TUES	21	18 Executive 6.15pm (DH)	23 Executive 6.15pm (DH)	20	17	22	19	17 Full Council 6.15pm (DH)	21	18	17	21	19 Executive 6.15pm (DH)
WED	22 Annual Council 6.15pm (DH)	19 Special Full Council 6.15pm (DH)	24	21	18	23	20	18	22	19 Full Council 6.15pm (DH)	18	22	20
THUR	23	20 Planning 1pm (DH)	25	22 Planning 1pm (DH)	19	24 Planning 1pm (DH)	21	19	23	20 Planning 1pm (DH)	19	23 Planning 1pm (DH)	21
FRI	24	21	26	23	20	25	22	20	24	21	20	24	22
SAT	25	22	27	24	21	26	23	21	25	22	21	25	23
SUN	26	23	28	25	22	27	24	22	26	23	22	26	24
MON	27 Bank Holiday	24 Licensing 6.15pm (WSH)	29	26 Bank Holiday	23	28	25	23	27	24	23	27	25 Bank Holiday
TUES	28	25	30 Full Council 6.15pm (DH)	27	24	29	26	24	28	25	24	28	26
WED	29	26 Audit, Governance and Standards 6.15pm (DH)	31 Audit, Governance & Standards 1pm (DH)	28	25 Audit, Governance & Standards 6.15pm (WSH)	30	27	25 Bank Holiday	29 Scrutiny 6.15pm (DH)	26 Full Council 6.15pm (WSH)	25	29	27
THUR	30 Planning 1pm (DH)	27	29	26	26	31	28	26 Bank Holiday	30 Planning 1pm (WSH)	27	26	30	28
FRI	31	28	30	27	27	29	28	27	31	28	27	30	29
SAT		29	31	28	28	30	29	28		29	28		30
SUN		30		29	29			29			29		31
MON				30				30					
TUES								31					
WED													

School Holidays are highlighted in yellow.

References to ENPA are Exmoor National Park Authority Planning Committees.

DH = Deane House

WSH = West Somerset House

Timetable as 18/03/2019

Agenda Item:

**Full Council
Wednesday 22nd May 2019**

Authorisation of the sealing or signing of documents

Appointments to Outside Bodies

Cabinet Member(s): N/A

Head of Function: Christine Fraser, Head of Performance and Governance

Reason for the Report: As per the Constitution, to ask the Council to note the officers that have been delegated authority to sign and seal relevant Council documents

RECOMMENDATION: The Council approves the list of officers delegated to sign and seal Council documents as per the Constitution's Scheme of Delegation

Relationship to Corporate Plan: N/A

Financial Implications: None

Legal Implications: To ensure that appropriate officers sign and seal the documents to ensure that they are legally binding

Risk Assessment: If the Council doesn't follow the Constitution, documents may not be legally binding

Equality Impact Assessment: N/A

1.0 Introduction

1.1 Prior to Somerset West and Taunton Council coming into effect from the 1st April 2019, a Shadow Authority, consisting of all Councillors from Taunton Deane Borough Council and West Somerset District Council approved the Constitution for the new Council.

1.2 The Scheme of delegation sets out that the officers delegated authority to sign and seal documents as follows:

- Chief Executive
- Executive Director and Deputy Chief Executive
- Heads of Function
- Governance Manager

Contact for more information: Amy Tregellas, Governance Manager and Monitoring Officer

Circulation of the Report: All Councillors

List of Background Papers: N/A

