



Be kind



Byddwch yn garedig

COWBRIDGE (ANCIENT BOROUGH)
with LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF Y BONT FAEN
(Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

Report on Town Hall Committee Meeting Frequency

To: Town Hall Committee

From: Town Clerk Cathy Kennedy

Date: 6th February 2024

Reason for Report:

The current frequency of the Town Hall Committee meetings is bi-monthly, occurring on the first Tuesday of every month. This bi-monthly schedule was established post-COVID, possibly in response to the changing dynamics and challenges faced during that time, however, there are growing concerns regarding the effectiveness of this arrangement, particularly in relation to the decision-making process.

This report delves into the challenges associated with the bi-monthly and the first Tuesday of every month schedule, exploring the implications for financial reporting, decision-making, and committee involvement.

Background

Challenges of the Current Bi-Monthly Schedule:

Limited Committee Involvement:

The bi-monthly schedule results in a longer time gap between meetings, hindering the committee's ability to stay abreast of matters. Significant decisions concerning the Town Hall are sometimes deferred to the Finance and Governance Committee, held monthly, leading to reduced participation and insight from the Town Hall Committee.

Delayed Decision-Making:

Important matters are sometimes delayed as they await the next bi-monthly meeting or are redirected to the Finance and Governance Committee.

This delayed decision-making process may impact the efficiency and responsiveness of the Town Hall Committee.

Challenges of the first Tuesday in the Month Schedule

The early timing in the month poses considerable demands for officers in the preparation of the previous month's financial report, as it cannot be finalised until the month concludes. This scheduling choice also presents complications during bank holidays and around festive seasons like Christmas and Easter, where the Tuesday falls immediately after a holiday period.

These factors contribute to potential disruptions and may hinder the seamless conduct of committee affairs during these specific times.

Conclusion:

The annual meeting in May provides the opportunity for the committee to consider the frequency, dates and times of meetings for the next mayoral year.

Consideration should be given to returning to the pre-COVID monthly schedule to enhance committee involvement, decision-making, and overall efficiency.

The decision on the frequency of Town Hall Committee meetings is pivotal in ensuring effective governance, financial transparency, and committee involvement.

By addressing the challenges outlined in this report, the committee can position itself to better serve the community.

Similar reports will be considered at the Leisure & Amenities and Finance & Governance Committee meetings.

The Town Hall Committee is advised to:

- a. Review the advantages and disadvantages of the bi-monthly meeting schedule.
- b. Review the advantages and disadvantages of holding the meetings on the first Tuesday of the month.

Recommendations

Drawing from the perspectives and concepts presented by the Town Hall Committee, the Town Clerk to compile a report for the annual meeting. During the meeting, members will consider and determine the optimal frequency, dates and time of committee meetings for the mayoral year 2024/25.