

**To:** The Full Council

**From:** Town Clerk Cathy Kennedy

**At:** The Annual Statutory Meeting

**Date:** 22nd May 2024

**Purpose of Report:**

The aim of this report is to recommend a restructuring of Cowbridge with Llanblethian Town Council Meetings to enhance efficiency and effectiveness.

**Background:**

Presently, the council holds separate committee meetings for leisure and amenities, finance and governance, and town hall. However, this setup often results in inefficiencies such as delays in decision-making, repetitive discussion and unnecessary administrative burdens. This report proposes a new approach to address these challenges.

**Proposed Restructuring:**

**Frequency of Meetings:**

The report suggests holding two full council meetings per month, scheduled on the first and third Tuesday of each month. This adjustment aims to facilitate timely decision-making and ensure comprehensive involvement of all councillors.

**Consolidation of Committees:**

It is recommended to discontinue separate committee meetings and incorporate all agenda items into the proposed full council meetings.

**Agenda Focus:**

To streamline proceedings and enhance focus, specific matters would be designated for discussion at each meeting. For instance:

**First Meeting:** (1st Tuesday): Police matters, mayor's and clerk's report, action planning, town hall matters, Vale councillor report, councillor reports and planning.

**Second Meeting:** (3rd Tuesday): Leisure and amenities, placemaking, community events, finance and governance, Section 106 and planning.

**Chairing and Advising:**

It is suggested to divide the role of chairing meetings between the Mayor and Deputy Mayor, thereby ensuring collaborative leadership and representation. Similarly, legal advisory duties would be divided between the Clerk and Deputy Clerk, fostering shared accountability and operational efficiency.

**Efficiency and Time Management:**

Anticipated shorter meeting durations with aim to reduce from two or more hours to approximately one hour per meeting. The consolidation of agendas and focused discussions would minimise repetitiveness and overlaps.

**Enhanced Engagement:**

The restructuring would create more opportunities for external speakers and presentations during meetings, facilitating in-depth discussions on ongoing projects without tight time constraints.

**Additional Benefits:****Elimination of Planning Extensions Requirement:**

The streamlined structure would significantly reduce or eliminate the need for planning extensions from the Vale Council, enabling prompter addressing of planning matters.

**Streamlining Decision-Making:**

There are currently four working groups, plus three committees in place. Removing committees and taking working group recommendations directly to full council would streamline decision-making. This approach guarantees the full involvement of all councillors from the outset, thus simplifying the decision-making process.

**Conclusion:**

The proposed restructuring offers numerous benefits, including improved efficiency, timeliness, and engagement. By consolidating agendas, focusing discussions, and sharing leadership and administrative responsibilities, the council can better serve the community in line with modern governance practices.

**Recommendation:**

Restructure meetings to include two full council meetings per month and a staffing committee meeting quarterly.