

ITEM 7

Spilsby Town Council Hierarchy

Reason for Review

After a review of office practices and workings, it seemed that there were too many meetings, causing a lot of work for the clerks and, in some cases, duplication of effort.

Preparation for meetings for the clerks is very time consuming and also timebound by deadlines for the issue of supporting documents for the meetings.

The additional responsibilities list was reviewed and it appeared that most were unnecessary and those remaining could be incorporated totally elsewhere.

Options

In order to reduce the number of meetings, it could be possible to merge the Allotments and Cemetery Committee into the Community Action and Finance and Policy. The Allotments Committee was set up to deal with the problems which occurred at the allotments, however, since the formation of the Allotment Holders Committee and the Lottery Grant, the allotments are now running smoothly. The Cemetery has devolved functions for burials and memorial applications therefore the only need for that committee is to review the Cemetery Fees. This could sit well with the Finance Committee now. The allotments could then be attached to Community Action.

There would only be 6 councillors per committee.

These sub committee meetings could be quarterly.

Considerations

The Deputy Mayor would continue to be Chair of the Community Action Committee
The Deputy Mayor in waiting could become the Chair of Finance and Policy. This would give them practice at chairing meetings. The current Mayor could sit on this committee as a member.

Benefits

This would streamline the council and make it more fit for purpose. Councillors may feel overwhelmed with so many additional responsibilities. The Task and Finish Group idea which was approved could be utilised more for short timescale tasks.

It may be best to leave the Tourism and Events Working Group as it is as there are Councillors from both remaining Committees on and this would give a broader spread through the Council.

Timescales

This could be done with immediate effect.

Risk

The Chairman of each committee may have to use the casting vote more frequently.
Agenda may become lengthy

BONNY SMITH
Town Clerk
27th January 2022