

Appendix 11 – Report on the administration of Council meetings

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1. Council currently employ a member of staff that clerk's Full Council and other committee meetings, who is due to retire in May 2021. The Town Clerk has informed the Personnel Committee that she does not intend to recruit a replacement.
2. As Council has the technology to record meetings (virtual and face to face), from 1 May 2021 the Town Clerk proposes the following clerking arrangements for Council meetings:
 - Town Clerk – Full Council, FGPC, KGVMC/Trustees, BCMC, Personnel.
 - Committee Administrator - BCMC, RLAC, NEC, Planning, Allotments WG.
 - Office Manager- TMWG.
3. Draft minutes will be completed within 5 working days and submitted to the chairman of the relevant meeting for review purposes.
4. The current minute referencing system is out of date and causes delays and mistakes between office staff. Councils today use referencing systems that reflect the relevant committee and year. The Town Clerk is therefore recommending the following format for every minute item, making it easier to refer to individual resolutions: Full Council FC/001/2021, RLAC/001/2021, Personnel Committee HR or PC/001/2021, Planning PCC/001/2021, BCMC/001/2021 etc. On 1 May 2022 change to FC/001/2022 etc. When approving the draft minutes at meetings members will simply refer to the date of the meeting.
5. The electronic filing system under the shared drive and SharePoint for meetings will be simplified from 1 May 2021 to assist councillors and staff find and access documents (committee name / year / date of meeting to access agenda and appendix documents).