

LEDBURY TOWN COUNCIL

Report of the Democratic Participation Working Party meeting
held on 11th August 2015, in the Town Council Offices

Present: Councillors: K Francis A Harrison
 E Harvey N Morris
 A Warmington
Local Residents: R Hadley (Note taker)

1. **To elect a Chairman:** K Francis nominated – A Harrison elected unanimously.
2. **Apologies:** Cllrs Baker, Crowe, Manns, Widdows.
3. **Minutes** of the meeting held on 21st January were accepted as a correct record.
4. **Values Charter**
Rich Hadley outlined background Julie Rees.
Action: Annette to convene a Town Council discussion plus prelim discussion in August to talk about how the Values Charter.
5. **Council Skills Audit**
Cllr Harvey: TC need to buy into process – rationale and process – better engage local population, better understand strengths and gaps.
Audit is a difficult threatening word – better presentation needed. Review better?
Outcomes of review to lead to training / learning programme for town councillors.
To be discussed.
Why don't people respond to training opportunities? Cllr Francis. Lack of learning culture?
Action: Rich Hadley: Circulate skills analysis, context and background
6. **Options and issues relating to the number of elected Councillors.**
Cllr Harvey - community governance review 2015 via HALC; what is the appropriate size for a Town Council? Issues of representation of enablement of contested elections.
Cllr Harvey - What's important is the future; the ksas of being a councillor with additional responsibilities. What is it realistic to expect of voluntary councillors?
Is it useful to have a league table of councillors to population??
Councillor roles: what the needs and the roles are? And the skills?
Action: Cllr Harvey to produce a briefing note describing issues ... Rich Hadley to collate.
7. **To discuss recording and publication of Town Council meetings.**
ICT to make recommendations for recording of meeting from a technology perspective.
8. **Public participation in Council business.**
 - i) Terms of reference for council committees and sub committees
Need to review standing orders covering working parties. Are working parties covered by standing orders.

- ii) Venues and timing for council meetings
Venue Change feedback on St Katherines Town Council.
- iii) Public contribution in working parties and council meetings.
Public participation in WPs: anybody.
Action: Cllr Harrison to check with the Clerk.

9. Participatory Budgeting

£5300 available unallocated funding
Options for Finance & General Purposes Committee.

10. Transparency and provision of information.

Action: Cllr Harvey - Town plan questions on Town Council communication need reviewing and bringing together for next meeting of Democratic Participation Working Party.

11. Website

12. Any other matters relating to the working party.

13. Date of next meeting.

Meeting closed