
CONSTITUTION SUB-COMMITTEE

MINUTES

Of a virtual/remote meeting held on Tuesday 7 March 2023 from 7pm to 7.17pm

Members of the Constitution Sub-Committee:

Councillors

Stephen Giles-Medhurst (Chair)	Debbie Morris
Sarah Nelmes (Vice-Chair)	Ciarán Reed
Sara Bedford (for Cllr Chris Lloyd)	Roger Seabourne
Stephen Cox	Matthew Bedford (for Cllr Sokalski)
Abbas Merali (for Cllr Lisa Hudson)	

Also in attendance: Councillor Chris Mitchell

Officers: Kimberley Grout, Executive Head of Service
Sarah Haythorpe, Principal Committee Manager
Lorna Attwood, Committee Manager

CSC08/22 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Lisa Hudson, Dominic Sokalski and Chris Lloyd with the substitutes being Councillors Abbas Merali, Matthew Bedford and Sara Bedford.

CSC09/22 MINUTES

The minutes of the Constitution sub-committee meeting held on 7 March 2022 and the special meeting held on 6 July 2022 were agreed as a correct record and would be signed by the Chair.

CSC10/22 NOTICE OF OTHER BUSINESS

There was no other business.

CSC11/22 DECLARATIONS OF INTERESTS

None received.

CSC12/22 MINUTE WRITING STANDARDS

A report had been prepared for the sub-committee to consider on suggested/possible amendments for Members to consider on minute writing standards at TRDC, as detailed at Appendix 1 of the report.

The Principal Committee Manager introduced the report to the sub-committee highlighting details in the report with regard to the length of the Council minutes currently and the time taken to produce the minutes.

The Chair moved, duly seconded, that the guide on minute writing standards be recommended to the Policy and Resources Committee

Members of the sub-committee considered the guide and proposed the following amendments

That the word “normally” be taken out of the third Paragraph.

That for the minutes of the Planning Committee they would not name individual members of the public who speak on an application but if they are part of a body or organisation representing a group this can be minuted. For example, a residents association.

In the first line add “be an accurate” record of the meeting

The amendments were supported by the Chair.

RESOLVED:

Noted the issues raised in this report in relation to the production of formal minutes.

RECOMMEND:

That the Guide to Minute Standards for Council and Committees at Appendix 1 be recommended to P&R Committee with the suggested amendments made by the sub-committee.

CHAIR