

**COUNCIL BUSINESS  
COMMITTEE**

**6.00 P.M.**

**22ND FEBRUARY 2018**

**PRESENT:-** Councillors John Reynolds (Chairman), Joan Jackson (Vice-Chairman), Ian Clift, Janet Hall, Abi Mills and Susan Sykes (Substitute for Phillippa Williamson)

Apologies for Absence

Councillors Andrew Warriner and Phillippa Williamson

Officers in attendance:-

Debbie Chambers	Democratic Services Manager
Lisa Vines	Elections Manager
Tessa Mott	Democratic Support Officer

**46 MINUTES**

The minutes of the meeting of 2 November 2017 (previously circulated) were signed by the Chairman as a correct record.

**47 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN**

There were no items of urgent business.

**48 DECLARATIONS OF INTEREST**

Councillor Ian Clift declared a personal interest in agenda item 5 'Community Governance Review of the District' as he was a member of Heaton-with-Oxcliffe Parish Council.

**49 COMMUNITY GOVERNANCE REVIEW OF THE DISTRICT RESPONSES TO THE FIRST STAGE OF CONSULTATION**

The Committee considered a report of the Democratic Services Manager to deliberate the responses received from the first stage of the consultation process and agree what would be included in the Terms of Reference document.

The Elections Manager presented the report and explained that this was the first stage of the full Community Governance Review and the aim was primarily to ascertain the way forward and highlight any existing issues within the District.

The Elections Manager described exactly what a Terms of Reference document encompasses and how it binds the process of a Community Governance Review. Reference was made to the previous Community Governance Review that Members considered, regarding the creation of Aldcliffe-with-Stodday Parish Council and the Terms of Reference which was created as a result.

Members discussed the consultation responses in turn and discussed various ways in

which the Community Governance Review could be utilised and be most effective. It was agreed that a door to door method of consultation was preferable and would be more effective than a poll (if one was required).

Concern was raised regarding the struggle that some Parish Councils seem to have in recruiting/maintaining Parish Councillors and also the lack of understanding for some regarding the election and democratic process. The Democratic Services Manager explained that there will soon be methods put in place, so that Parish Councils can have a first point of call for the City Council to assist with such matters. The Elections Manager emphasised the importance of educating Parish Councils, particularly prior to the next election period in May 2019.

It was proposed by Councillor Ian Clift and seconded by Councillor Abi Mills:

‘That recommendations (1) and (2) as set out in the report be approved, as discussed throughout the meeting.’

Upon being put to the vote, Members voted unanimously in favour of the proposition.

The Chairman reminded Members that there was another meeting of Council Business Committee scheduled for 8<sup>th</sup> March 2018, however it was felt that with regard to recommendation (3) in the report, the draft Terms of Reference document could be circulated via email for the Committee to agree, and unless there was no business scheduled for the 8<sup>th</sup> March 2018 meeting, this meeting would be cancelled.

It was then proposed by Councillor Janet Hall and seconded by Councillor Joan Jackson:

‘That recommendation (3) as set out in the report be approved.’

Upon being put to the vote, Members voted unanimously in favour of the proposition.

***Resolved:***

- (1) That, the Elections Manager take forward the issues discussed at the meeting when drafting the Terms of Reference for the Community Governance Review of the District.
- (2) That, the preferred ‘door to door’ method of consultation be used if appropriate and included within the Terms of Reference.
- (3) That, the draft Terms of Reference be circulated via email for the Committee to agree.
- (4) That, as there was no business scheduled for the 8<sup>th</sup> March 2018 meeting, the meeting be cancelled.

**50 APPOINTMENTS TO COMMITTEES AND CHANGES TO MEMBERSHIP**

There were no appointments to committees or changes to membership.

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Chairman

(The meeting ended at 6.23 p.m.)

**Any queries regarding these Minutes, please contact  
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