

Quorum Level for all Town Council Sub Committees

A Town Council is empowered to appoint one or more committees for the purpose of discharging any of its functions; and unless the Town Council otherwise directs, a committee may itself arrange for the discharge of its functions by a sub-committee.

The membership and terms of office of committees are fixed by the council and of sub-committees.

The Town Council may at any time abolish a committee/sub-committee, change its membership or withdraw or alter the powers delegated to it.

The Local Government Act 1972 states that no business shall be transacted at a meeting of a Town Council unless at least one-third of the whole number of Members for the Town Council are present at the meeting; in no case shall the quorum be less than three.

The Town Council's Standing Orders are concerned with such matters as the quorum and states (see 1 and 2 below). The Town Council can vary or revoke the following as the Town Council decides:

1. **No business may be transacted at a meeting unless at least seven Members of the Council are present.** The Terms or Reference for each standing committee define its quorum.
2. The council may appoint committees as may be necessary and shall determine the place, notice requirements and quorum for a meeting of a committee and sub-committee which shall be no less than three.

The composition for all sub-committees is eight Members.

In recent times the level of attendance at Sub Committees is below the councils quorum level of five. Members are asked to consider reducing the quorum level to four for all sub-committees. Should Members resolve to reduce the level to four, please note, it is then not a reason to not attend sub-committee meetings when summoned to attend.

Polite reminder: As a councillor you have a responsibility to attend meetings when summoned to do so; the notice to attend a council meeting is, in law, a summons, because you have a duty to attend.

End of Report.