

## Full Council

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<b>Date:</b>	<b>18 June 2019</b>
<b>Title:</b>	<b>Monthly Councillor Drop-In</b>
<b>Contact Officer:</b>	<b>Graham Hunt, Town Clerk</b>

### Purpose of Report

1. To provide background for the nomination of a Councillor to take over the organisation of the monthly Councillor Drop-In rota from 10am-12noon on the first Saturday of the month.

### Background

2. At the Council meeting on 28 July 2015 it was resolved that The Councillor Saturday Surgery Procedure be adopted for a six month trial period.
3. A report on the trial period was presented at the Council meeting on 26 April 2015 and it was resolved that Councillor Saturday Surgeries be renamed to 'Drop-in'; and that Drop-in sessions continue on Saturdays and Tuesday evenings according to the availability of interested Councillors with Cllr Stiles organising the rota.
4. Cllr Stiles started the Drop-Ins again, though on Saturdays only, in February 2017, with supporting publicity. The procedure was updated to reflect the name change and is attached (Appendix a).
5. The Information Centre Officer continues to provide minimal support. There remains a strong prerogative that this is a Councillor initiative for progressing by Councillors, with Councillors only passing follow-up back to officers where absolutely necessary.
6. There are 16 filed reports (in line with the reporting template as attached at Appendix b) where the drop-in has definitely taken place in the 27 months since then.
7. As Cllr Stiles stood down at the elections, a replacement "Lead Councilor" is required.

### Resource Appraisal

8. No change, if procedure remains unchanged.

### Risk Assessment

9. If no "Lead Councillor" is nominated, then this aspect of Community Engagement would need to be terminated.

**Legal Powers:** Local Government Act 1972 s111

### Recommendation:

***That a Councillor be nominated as the Lead Councillor in line with the Councillor Drop-In procedure.***