

Committee: FULL COUNCIL

Date: 15 November 2022

Title: Members surgeries

Purpose of Report

For members to consider holding monthly surgeries to meet with members of the community

Recommendation:

Members are asked to resolve that the surgeries run from 1030 hrs to 11-30 hrs every third Saturday of the month with each member of the council conducting two surgeries in the first 15 months.

Report:

1. At various times over the past year members have voiced thoughts about holding regular monthly surgeries for the community. This was again brought up at the members day held in October of this year.
2. Because the Ward members for SSDC hold their surgeries on the 1st Saturday of each month at the Red Cross room off Wharf Street carpark, it is suggested that Ilminster members may wish to hold their sessions at the same venue for one hour every 3rd Saturday morning of the month.
3. Each surgery will see two members representing the council and will be provided with a standard "consultation" form that can then be copied and passed on should it need to be. By having two members it will ensure that no one member is left to conduct the surgery on their own, thereby minimising any risks.
4. For each of the surgeries there would be a reserve member who would be able to stand in should one of the rostered members not be able to make.
5. Officers will send out a diary sheet for the next 15 months asking members to select two dates when they would be willing to attend and one date when they would be willing to function as a standby. This would see each member consult with the electorate twice in a 15 month period.
6. If someone misses a session, they would be asked to cover for the person who stands in for them at the next opportunity.

7. Members are asked to resolve that the surgeries run from 10-30 hrs to 11-30 hrs every third Saturday of the month with each member of the council conducting two surgeries in the first 15 months.

**Mark Tredwin
Town clerk
November 2022**