



DUFFIELD PARISH COUNCIL

FULL COUNCIL AND COMMITTEE MEETINGS

GUIDANCE NOTE FOR COUNCIL AND COMMITTEE ADVISORS AND NON COUNCILLOR COMMITTEE MEMBERS

Adopted on 4 May 2016

Advisors

The Council appoints the following advisors annually

- Flood Warden
- Traffic Advisor
- Tree Warden
- Footpath Advisors

The Flood Warden reports to Full Council as and when necessary but at least 3 times a Council Year.

The Traffic Advisor reports to Full Council as and when necessary but at least 3 times a Council Year.

The Tree Warden considers the TPO applications notified to the Council and reports to Full Council on any application requiring comment.

The Footpath Advisors inspect the Parish footpaths and report to the Recreational Committee on an annual basis.

Role Of Advisors at Full Council and Committee Meetings

The report of an advisor will be a separate agenda item listed in the Public Participation Section of the Agenda.

Advisors will present their reports to the Meeting and answer questions from the Councillors.

The Public Participation Section will then close and the Meeting will continue. Advisors can take no further part in the Meeting including any debate or discussion.

Non-Councillors appointed to Committees

The Council annually appoints a representative from the Duffield Community Association (DCA) to its Recreational Committee. The DCA Representative will be served with a Summons and have access to all reports. The DCA Representative will be able to take part in all debates but not able to vote on any motion put.