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**MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the meeting of Democratic Services Committee held  
on Monday, 7th January, 2019 at 2.00 pm**

**PRESENT:** County Councillor D. Evans (Chairman)  
County Councillor T.Thomas (Vice Chairman)

County Councillors: M.Groucutt and S. Woodhouse

**OFFICERS IN ATTENDANCE:**

John Pearson	Local Democracy Manager
Nicola Perry	Senior Democracy Officer
Matthew Gatehouse	Head of Policy and Governance

**APOLOGIES:**

Councillors G. Howard, J.Treharne and J.Watkins

**1. Declarations of interest**

No declarations of interest.

**2. Timing of Council Meetings**

The Local Democracy Manager presented a report to consider the responses to a Members' survey on timing of all council meetings and consider whether it is necessary to make a recommendation to Council on the timing of meetings.

Out of 43 Members, there had been 17 responses to the survey. All answers were captured and summarised in the report.

Overall Members preferred the current arrangements, noting that outside bodies arrange their meetings in evenings to avoid clashes with Council meetings.

General consensus was that meetings, aside from Full Council, should remain at 10am and 2pm start times.

Another trial was not a preferred option and the overall opinion was that a recommendation should not be referred to Council.

Members were disappointed with the relatively low number of responses to the survey.

Members agreed that the meeting times suit this council term and there is no appetite for change at present. However it was agreed that this should be addressed prior to the next election in order to ensure this does not act as a barrier to potential candidates. Potential candidates should be advised that meeting times are not fixed, and remote access could be encouraged.

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The Committee agreed to arrange, where possible, future meetings in the Conference Room to trial remote attendance.

Members discussed improvements around the recording of apologies at meetings, and agreed to discuss at the next meeting.

The Committee resolved that no recommendation need to be made to Council.

**The meeting ended at Time Not Specified**