

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

KING'S LYNN AREA CONSULTATIVE COMMITTEE

**Minutes from the Meeting of the King's Lynn Area Consultative Committee
held on Tuesday, 13th February, 2024 at 5.15 pm in the Council Chamber,
Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillor J Rust (Chair)
Councillors Mrs S Collop, R Colwell, S Everett, D Heneghan
and B Jones

Present on Zoom: Councillor Bone and Councillor Lowe

Officers: Alexa Baker – Monitoring Officer
Michelle Drewery – Assistant Director & S151 Officer

Councillor Colwell suggested that the Committee should adjourn for 15 minutes to see if more Committee members were attending. This was agreed by those present.

The Committee reconvened at 5.35 pm.

1 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Ware and Mrs Wilkinson, Lorraine Gore and Mark Whitmore.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 URGENT BUSINESS

There was no urgent business.

4 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

There were no Members present pursuant to Standing Order 34.

5 CHAIRMAN'S CORRESPONDENCE (IF ANY)

There was no Chair's correspondence to report.

6 **CONSIDERATION OF DRAFT TERMS OF REFERENCE FOR KLAC**

[Click here to view a recording of this item on You Tube](#)

The Monitoring Officer introduced the report and explained that at its meeting on 11 January 2024, the Committee had resolved:

- (1) That the Committee supports the creation of an Area Committee.
- (2) That the Terms of Reference for an Area Committee be drafted and presented to a future meeting.
- (3) That the frequency of meetings be considered further.
- (4) That further consideration be given to the name of the Committee.
- (5) That a suitable budget be identified for the Committee.

A draft Terms of Reference for an Area Committee had been attached to the report. The Monitoring Officer advised that she was seeking views of the draft Terms of Reference in order for it to be considered by the Corporate Performance Panel at its meeting on 26 February and Cabinet on 5 March 2024.

The Monitoring Officer explained that the Area Committee would be subject to scrutiny so that needed to be added into the Terms of Reference.

She also drew the Committee's attention to 4.1 of the Terms of Reference, and explained that it should not just refer to reserves and this would be amended.

Also at 4.5 it should be financial year and not Municipal Year.

The Committee then discussed the draft Terms of Reference as put forward.

In terms of frequency of meetings, it was proposed by Councillor Heneghan and seconded by Councillor Jones that the frequency of meetings should be increased to 6 per year.

Councillor Everett asked whether the Vice-Chair of the Area Committee should have an allowance. The Monitoring Officer explained that this would need to go forward to the IRP.

In terms of the name of the Committee, it was agreed that it should be King's Lynn Area Committee.

It was therefore agreed:

- (1) That the draft Terms of Reference be agreed, subject to the amendments detailed above.
- (2) That the frequency of meetings be increased to 6 per year. Additional meetings could be called if necessary.
- (3) That the name of the new Area Committee be King's Lynn Area Committee.
- (4) That the issue of the Vice-Chair of the Area Committee receiving an allowance be brought to the attention of the IRP.

7 **DATE OF NEXT MEETING**

The next meeting of the Committee would take place on Thursday 14 March 2024 at 5.15 pm in the Council Chamber, Town Hall.

The meeting closed at 6.05 pm