

## Trefriw Community Council

### Proposal for 'Meet your Councillors' Surgeries

#### Purpose

This document sets out a draft proposal for establishing regular surgeries during which residents of Trefriw Community Council (TCC) wards can meet their Councillors and raise matters we may be able to help with, or pass on feedback and information etc.

The proposed surgeries will not obviate the ability for residents to raise or speak about issues at our monthly Council meetings; rather they are intended to provide an additional, less formal, opportunity to do so.

#### Format

Surgeries will be held in Trefriw Village Hall and in line with relevant government guidance regarding Covid-19 safety protocols. Therefore, the precise format may need to change over time and signage / notices will be updated accordingly.

It is proposed that each surgery is hosted for two hours by two TCC Councillors and both will be present when discussing issues with members of the public. Arrangements should be made to have these conversations in private as appropriate - for example using the meeting room. Councillors should make a brief note of the issue and main points of discussion plus any requested next steps. These should be brought to the next full Council meeting for consideration - no promises of specific action or remedy should be given during the surgery. However, if the matter presents an urgent health and safety issue Councillors should seek advice from the Chair / Clerk as soon as possible.

Residents raising matters with Councillors at surgeries should be informed of the time / location of the next full Council meeting and reminded that meeting minutes are posted on our website and noticeboard, so they know the outcome.

#### Timing

As the proposed surgeries are intended to improve residents' access to Councillors and make us aware of matters which may need consideration, their timing needs to dovetail with full Council meetings. This will ensure any issues raised can be dealt with transparently and promptly. We should also be mindful that exclusively daytime or evening surgeries could preclude participation by Councillors and residents with other commitments and so it would be beneficial to vary the day / time of the surgeries.

To start with, it is proposed that surgeries take place every two months, at a regular interval between full Council meetings. This will test demand for the sessions, allowing us to adjust the frequency accordingly, and ensure we can make space on the agenda for issues requiring consideration by full Council at the earliest opportunity.

The table below sets out a draft timetable based on the current Council meeting schedule:

Surgery	Full Council meeting
	18 January 2022

<b>Surgery</b>	<b>Full Council meeting</b>
No surgery due to deferred January meeting	8 February
w/c 21 March	8 March
	12 April
w/c 23 May - to include newly elected Councillors as part of their induction	10 May
	14 June
w/c 8 August	12 July
	NO AUGUST MEETING
w/c 26 September	13 September
	11 October
w/c 21 November	8 November
	13 December

### **Next steps**

Subject to Council's approval of this proposal, all Councillors will be asked to volunteer to co-host two surgeries each during 2022. The dates and times should be agreed between the relevant hosts in time for the whole schedule to be approved at the full Council meeting on 8 February. The Clerk will then publicize this. If any personnel or other changes are required because of the local elections in May these will be brought to Council for review.

If illness, or any other unforeseen issue, prevents any Councillor from their previously agreed attendance, they will be responsible for arranging a swap - two Councillors must be present for the full duration of each surgery.