

Elected Member Annual Report and Review 2012/13



Name of Member: Councillor Jane March

Ward: Brenchley & Horsmonden

Section 1: Attendance at Council/ Committee and Sub-Committee meetings

This section has been completed by Democratic Services and lists all Council and Committee meetings, including how many meetings of each, you attended for the period from Annual Council on 23 May 2012 to the end of April 2013.

Name of Committee	No. of meetings attended	No. of meetings held during the year
Full Council	6	6
Cabinet	15	15
Investigatory Committee	0	0
Communities Cabinet Advisory Board	6	6
Finance and Governance Cabinet Advisory Board (not a member)	3	8
Licensing Sub-Committee (not a member)	1	24
Eastern Area Planning Committee (not a member)	1	15
Overview and Scrutiny Committee (not a member)	3	5

Please list how many County Council, Parish/Town Council and Town Forum meetings you have attended.

County Council	Parish/Town Council	Town Forum
	<p>Horsmonden Parish Council meetings – once a month Planning and Finance Committee – twice a year.</p> <p>Brenchley and Matfield Parish Council meetings and Planning Committee meetings – four times a year.</p>	Two attended

Section 2: Community Involvement

Please list details of organisations within the community with which you are involved, including any outside bodies that you have been appointed to by the Council in order to promote joint working and improved service delivery to the public.

Organisation	Brief description of your role
Horsmonden Parish Council	Chairman
Local Government Association	Rural Representative - ensure that rural views are heard in LGA – 2 meetings per year
Association of Councils – Rural Kent	Member – borough and rural views fed into and out of Kent

Section 3: Assisting Constituents

Please give an illustration of the ways in which you have assisted or liaised with your constituents, or other residents of the Borough (i.e resolving problems), including details of any surgeries you have held.

I hold four surgeries a year in Horsmonden.

Helped constituents with the following:

- heating matters.
- Fencing problems, drainage and damp issues.
- Explained planning matters (e.g considerations and decisions).
- Blocked footpaths, tree pruning
- Re-housing residents in affordable housing

I attend ward events as an opportunity to meet and discuss issues with residents.

Section 4: Special Responsibilities

Please list any other positions of responsibility that you may hold within this Council (for example: Portfolio Holder, Chairman, Vice-Chairman, Lead Member, or Mayoral duties).

Responsibility	Nature of your duties
Tourism, Leisure and Economic Development Portfolio Holder	Responsibility for Tourism, Farmers' Market, non-regeneration economic development, Cemeteries and Crematorium, Leisure, Assembly Hall, Museum, Parks, Sports Centres, Events, Grants, Customer Access and Gateway
Chairman – Investigatory Committee	To carry out investigations in relation to the Head of Paid Services, Monitoring Officer and Chief Finance Officer
Chairman – Community Grants Assessment Panel	Pre-meetings, then Panel meetings to allocate grants
Member of Constitutional Review Working Party	Review and consider any constitutional or procedural matter concerning the Council
Project Board member for Grosvenor and Hilbert Park Restoration Project	To bring projects to Stage 2 to submit them to the Heritage Lottery Fund bid.

Section 5: Learning and Development

This section has been completed by Democratic Services and lists dates and details of attendance at training sessions, conferences, seminars etc during the period 23 May 2012 to the end of April 2013 which have supported you in your duties as a councillor. Please check this with your own records and contact Wendy Newton-May if you have any queries.

Details of event	Date attended
Media Training	29 May 2012
Equality Act Training	14 June 2012
Website Briefing	21 June 2012
Planning Member Training (NPPF & Conservation)	4 July 2012
Member Briefing – Rate Relief	18 July 2012
Member Briefing - Benenden Hospital Briefing	28 August 2012
Member Briefing – Local Council Tax Discount Scheme	5 September 2012
Code of Conduct and Register of Interests	11 September 2012

Member Briefing – Gypsy Awareness	16 October 2012
Introduction to Noise	4 December 2012
Strategic Compass and Budget	12 December 2012
Findings From The Census 2011	24 January 2013
Site Allocations	21 March 2013
Update on the Business Delivery Unit	16 April 2013

Do you have any other learning and development needs that have not been identified or met by the Council? If so, please set out below.

None at the present time.

Section 6: Internal Meetings Attended

Please give details of role and attendance at internal meetings, including Working Parties/Groups and Political Group meetings.

Details of event	Role and purpose
Community Grants Assessment Panel	Member – considering applications from voluntary and community organisations which provide services that align with the Council's corporate priorities and community strategy, and that the Council wishes to support
Conservative Group Meetings	90% attendance, as Cabinet member presenting portfolio issues for Group consideration.

Section 7: Supplementary Information

Please feel free to add any information you consider may assist in defining your role as an elected Member, any outside obligations that may impact on your role or any additional information you wish to add.

I attended Health and Wellbeing Board meetings as an observer with a view to keeping up to date with sports centre offers/requirements.

As and when required I gave interviews on BBC Radio Kent and BBC South East TV or Meridian TV.

I attend functions and events to represent the Borough Council, both as a Cabinet member and for my Portfolio.

Dated: 6 August 2013