

# Elected Member Annual Report and Review 2011/12



Name of Member: Councillor Colin Bothwell  
Ward: Southborough & High Brooms  
Year elected: 2010

## 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 25 May 2011 to the end of April 2012.*

Name of Committee	No. of meetings attended	No. of meetings held during the year
Council	4	6
Licensing Committee	4	5
Licensing Sub-Committee (only 3 members appointed at any one time)	4	15
Western Area Planning Committee	11	13
Joint Transportation Board (not a member)	1	5
Communities and Partnerships Select Committee (appointed Jan 2012)	2 out of a possible 3	7

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

County Council	Parish/Town Council	Town Forum
	Southborough Town Council – 23 meetings	

## 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 (please contact Democratic Services if you need any information on the number of meetings held by the Outside Bodies per year.*

Organisation and brief description of your role	No. of meeting attended	No. or frequency of meetings held during the year	Council Appointment? (yes or no)
Southborough Town Council	23	24	No
Southborough Town Council Christmas Lights Committee	6	6	No
Southborough and Pembury Rotary President	41	50	No
MS Society President	6		No
Ambassador for Girl Guides	5		No

## Section 3: Assisting Constituents

*Please give an illustration of the ways in which you have assisted your constituents, or other residents of the Borough (i.e ward walks, resolving problems in TWBC services), including details of any surgeries you have held. How do you make it easier for constituents to contact you?*

I work closely with my constitutions, I feel that they know me well enough and call on my assistance quite often.

## 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, Champion, or Mayoral duties).*

Responsibility	Nature of your duties
Vice-Chairman, Licensing Committee	Chairing meetings when required

## 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 25 May 2011 to end of April 2012 which have supported you in your duties as a councillor. Please check this with your own records and contact Wendy Newton-May, Democratic Services, if you have any queries.*

Details of event	Date attended
Short Bite: Overview of National Planning Policy	24 August 2011
Short Bite: Processing Applications	5 October 2011
Short Bite: Public Access	26 October 2011
Members' Briefing: Ice Rink / Universal Credits	19 October 2011
Short Bite: Trees	16 November 2011
Member Briefing: Calling Planning Applications	17 November 2011
1-1 IT coaching	23 November 2011
CCTV visit	31 January 2012
Members' Briefing: Empty Properties in the Borough	25 April 2012

*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.*

No

## 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 frequency of attendance
Tunbridge Wells Transport Forum	
Children and Young People Members' Working Group	As and when required

## 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.*

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**Date completed: 1 June 2012**