

# Elected Member Annual Report and Review 2011/12



Name of Member: Councillor Mrs Jane March

Ward: Brenchley & Horsmonden

Year elected: 2011

## 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   | 6                        | 6                                    |
| Environment, Health & Housing Select Committee                    | 10                       | 10                                   |
| Licensing Committee   | 5                        | 5                                    |
| Licensing Sub-Committee (only 3 members required at any one time) | 7                        | 16                                   |
| Standards Committee   | 7                        | 7                                    |
| Communities and Partnerships Select Committee (not a member)      | 1                        | 7                                    |

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

| County Council | Parish/Town Council                                 | Town Forum |
|----------------|---|------------|
|                | Brenchley Parish Council<br>- 18 meetings attended  |            |
|                | Horsmonden Parish Council<br>- 28 meetings 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 (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) |
|---|-------------------------|---|----------------------------------|
| Local Government Association                    | 2                       | 3   | Yes                              |
| A.C.R.K   | 2                       | 3   | Yes                              |

## 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 have assisted Brenchley, Matfield and Horsmonden constituents by undertaking 13 housing /planning advice meetings; 4 highway issue meetings; 2 horsefair meetings; 3 funding and 2 environmental issues meetings – in addition to the subsequent follow-up calls and administration.

Since February I have held surgeries every fortnight on a Friday, between 10-11am. At the Horsmonden Farmers' Market – 5 in total.

I make regular visits to shops, pubs, clubs and churches in the ward to ensure I am available when constituents have concerns.

As Horsmonden Parish Chair I attend all Horsmonden Parish meetings and Village Vision meetings.

## 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  |
|-----------------------|--|
| W.K Leader Prog. Rep. | Attend event (DEFRA) to encourage funding for rural projects |
|                       |  |

## 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 |
|---|---------------|
| Core Strategy Briefing  | 09/05/11      |
| Members' Briefing   | 19/05/11      |
| Induction   | 20/05/11      |
| IT Training   | 03/06/11      |
| Induction Seminar for New Councillors                                   | 08/06/11      |
| Licensing Training  | 15/06/11      |
| Members' Briefing: Strategic Plan                                       | 16/06/11      |
| Members' Briefing: Local Policing                                       | 22/06/11      |
| Diversity Awareness   | 14/07/11      |
| Annual Rural Conference and Exhibition                                  | 06/09/11      |
| Members' Briefing: Sherwood Vision                                      | 15/09/11      |
| EHH Briefing on Housing   | 11/10/11      |
| EHH Masterplanning Workshop   | 12/10/11      |
| Speed Reading and Retention   | 17/10/11      |
| Members' Briefing: Ice Rink/Universal Credits                           | 19/10/11      |
| Members' Briefing: Calling Applications to Committee                    | 17/11/11      |
| Localism for the New Councillor   | 24/11/11      |
| Members' Briefing: Love Where We Live Awards/ 2012 Year of Celebrations | 14/12/11      |
| Members' Briefing: Council Priorities                                   | 12/01/12      |
| Members' Briefing: Core Strategy Review                                 | 17/01/12      |
| CCTV Visit  | 31/01/12      |
| Social Media  | 01/02/12      |
| 1 to 1 IT Coaching  | 20/02/12      |
| Members' Briefing: Empty Properties in the Borough                      | 25/04/12      |

*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     |
|--|--------------------------------------|
| Children & Young People Members' Working Group | Member, 3 out of 3 meetings attended |
| Constitution Review Working Party              | Member, 4 out of 4 meetings attended |

|  |                                      |
|--|--------------------------------------|
| Health and Older People's Working Party  | Member, 1 out of 2 meetings attended |
| CSU Meeting  | 1 meeting attended                   |
| Conservative Group Meetings  | 9 out of 10 meetings attended        |
| Various meetings associated with the Communities and Partnerships Select Committee:<br>- workshop (9/6/11)<br>- Rural Broadband (28/7/11)<br>- School Places (5/10/11)<br>- Observer (9/2/12 and 3/4/12)<br>- Road Safety (8/3/12) |                                      |

### **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.*

#### **Supporting Borough Events:**

Kenward Trust Open Day – drugs and alcohol recovery projects  
 Mayor's Battle of Britain Service  
 Older Persons' Day – Camden Centre  
 Mayor's Civic Dinner  
 Skinner's Academy visit  
 Remembrance Service – Town Hall  
 Ice Rink Opening Night  
 Knights Park Planning Consultation  
 Mayor's Charity Quiz  
 Becoming a Councillor Stall – Hawkhurst and Pembury  
 TWITA launch  
 TWIYCA Competition launch  
 TWBC Charity Cricket Day  
 West Kent Garden Party – Chartwell  
 Try Angle Awards  
 Conservative BBQ  
 Young People's Show – Calverley Grounds  
 Mayor's Civic Service

#### **Supporting Ward Events:**

Brenchley Fete  
 Brenchley School Concert  
 Matfield Fair  
 MARA Summer Show  
 Restorative Justice Speedwatch – Horsmonden, Matfield  
 Porters Wood Playing Field clearance (x3) and opening event  
 Matfield Housing Association Open Day  
 Matfield Fete – Launch of Games  
 Brenchely and Matfield Annual Dinner  
 Matfield Flower Show

N.B – Horsmonden events are supported in my role as Parish Chair.

**Date completed: 1 June 2012**