

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL



MINUTES OF MEETING

**DEMOCRATIC SERVICES**  
**COMMITTEE MEETING**

**MONDAY, 14TH OCTOBER, 2013**

**PRESENT:** Councillor Richard Thomas (In the Chair)

Councillors G Jones, T Chaplin, G Davies, D L Jarrett,  
C T Jones, G Lewis, L A Matthews and K Moran

Ann Taylor (Head of Democratic Services)

Mair Morgan and Karen Vokes (Democratic Services)

ITEM NO.	AGENDA MATTER	DECISION
587	Apologies for Absence	Apologies for absence were received from Councillor B E Mansbridge.
588	Declarations of Interest	No Declarations of Interest were made.
589	Structure and Workload of the Democratic Services Department	<p>The Chair welcomed Ann Taylor Head of Democratic Services to the Meeting.</p> <p>Ann Taylor outlined in detail to the Committee the Structure and Workload of the Democratic Services Department.</p> <p>Councillor T Chaplin entered the Meeting at 2.05 pm.</p> <p>Ann Taylor then outlined to the Committee the Statutory responsibilities of the Department and responded in detail to the questions raised by the Members on the issues that she had outlined.</p>

590	Member Development Charter	<p>Ann Taylor advised the Committee that the Authority had to progress to the next level for the Charter or to renew the intermediate level and that a submission document was being prepared to renew the Charter.</p> <p>She also advised that the existing Members Charter would be circulated to the Committee for their information.</p>
591	Councillors' Annual Reports 2013	<p>Ann Taylor referred to the Councillor's Annual Report for 2013 and a Member enquired if the number of 'hits' on the Internet could be counted.</p> <p>Ann Taylor advised that she would make enquiries and report back to the Committee.</p>
592	Members Room Facilities	<p>Ann Taylor updated the Committee in relation to the Members Library.</p> <p>A Member then suggested that it would be of benefit to Members if a printer and computer that could be accessed by Members be available in the Members Lounge for use when Members were in the Civic Centre.</p> <p>Ann Taylor advised that she would pursue this suggestion.</p>
593	Any Other Business Deemed Urgent by the Chair	<p>The Chair advised that there was no business deemed urgent.</p>