



Council Name	Briton Ferry Town Council
Name of Meeting i.e. Full Council / Cabinet/ Scrutiny Committee	Full Council
Meeting Date	

Please provide feedback on the following areas:

Question	Commentary
Were you able to access the meeting either virtually or in person or were there any difficulties?	<p><u>Answer</u> <u>Please highlight which of the three options below was applicable:</u></p> <ul style="list-style-type: none"><li>• Not able to access or attend the meeting</li><li>• Accessed/attended the meeting but difficulties viewing and hearing matters</li><li>• Accessed/attended the meeting and was able to view and observe without difficulty</li></ul> <p><u>Comment</u> Link sent in advance</p>
Were you able to identify the status of individuals in the meeting i.e. officer or member?	<p><u>Answer</u> <u>Please highlight which of the three options below was applicable:</u></p> <ul style="list-style-type: none"><li>• Not possible to determine the status of individuals in the meeting</li><li>• Determination of some individuals but not all</li><li>• Able to identify all members and officers and present</li></ul> <p><u>Comment</u> I identified the officers and members by deduction. Introductions by the Chair would have been helpful as there were others attending who I assumed were members of the public as</p>

	<p>they were not participating in the discussions. This would be good practice, particularly as the meeting was held on line; had the meeting been 'in person' I am sure that identifying officers and members would have been easier</p>
<p>Were you able to access an agenda or copies of reports prior to the meeting?</p>	<p><u>Answer</u>  <u>Please highlight which of the three options below was applicable:</u></p> <ul style="list-style-type: none"> <li>• Access to agenda and reports not provided</li> <li>• Access to agenda only</li> <li>• Access to both agenda and all public papers under discussion</li> </ul> <p><u>Comment</u></p> <p>Papers were sent in advance of the meeting and I therefore had the opportunity to read them beforehand.</p>
<p>How was the meeting managed?</p>	<p><u>Answer</u>  <u>Please highlight which of the three options below was applicable:</u></p> <ul style="list-style-type: none"> <li>• Serious concerns that meeting did not function appropriately and no controls in place.</li> <li>• Some concerns about manner of meeting and the general conduct of business</li> <li>• No concern and meeting managed appropriately</li> </ul> <p><u>Comment</u></p> <p>Clerk was assertive in stating procedural rules  Meeting was chaired appropriately  Members were respectful of procedure when speaking, e.g. 'through the chair'</p>
<p>Were you able to understand the decisions that were being made at the meeting?</p>	<p><u>Answer</u>  <u>Please highlight which of the three options below was applicable:</u></p> <ul style="list-style-type: none"> <li>• Not able to understand decision being taken and the process followed</li> <li>• Able to understand decision making but process seemed confusing</li> <li>• No concerns and able to understand decision making and process</li> </ul> <p><u>Comment</u></p> <p>Overall decision making was appropriate</p>

	<p>Matters were referred back to sub-committees if necessary Clerk gave appropriate advise on procedures</p>
<p>Did you have any concerns relating to standards or ethics (i.e. any concerns regarding compliance with the member's code of conduct?)</p>	<p><u>Answer</u> Please highlight which of the three options below was applicable:</p> <ul style="list-style-type: none"> <li>• Concerns that will require future consideration by members of the Standards Committee and the Town/Community Council</li> <li>• Some concerns but these were addressed by the Clerk or Councillors themselves and no further action necessary.</li> <li>• <b>No concerns</b></li> </ul> <p><u>Comment</u></p> <p>Whilst Members expressed different views there were no issues re standards of behaviour and respect for others' views.</p>