

FULL COUNCIL

Date: Monday, 13 February 2023
Title: Standing Orders
Contact Officer: Deputy Town Clerk - Adam Clapton

Background

Standing Orders are the written rules of the Council and are used to confirm its internal, organisational, administrative procedures and procedural matters for meetings.

The Standing orders do not contain financial regulations, which contain separate procedures to regulate the councils' financial affairs and accounting procedures.

Current Situation

The proposed, revised Standing Orders are attached as **Appendix A**. Those in **bold** contain statutory requirements while others are included to help the Council operate effectively to the Council's needs.

The revised document was agreed by members at the Policy, Governance & Finance Committee on 21 November and was presented to the Council meeting of 5 December 2022. As best practice, the Standing Orders have stood adjourned until this meeting. If adopted, these Standing Orders will become the written rules of the council and state how it operates.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Financial implications

There are no financial implications.

Recommendations

Members are invited to note the report and consider the following:

1. Adopting the revised Standing Orders (as attached) for Witney Town Council.