
Agenda Item: Standing Orders Review

Meeting Date: Monday, 23 June 2025

Contact Officer: Deputy Town Clerk

The purpose of this report is to present revised Standing Orders to the Council for formal adoption.

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 contain limited financial information as procedures to regulate the Council's financial affairs and accounting procedures are contained in its financial regulations.

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 former standing orders can be found here [WTC Standing Orders 2023](#) for comparison.

The revised document was agreed by members at the Annual Council Meeting on 7 May 2025 (minute no: 256 refers). As best practice, the Standing Orders have stood adjourned until this meeting. If formally adopted, these Standing Orders will become the written rules of the council and state how it operates with immediate effect.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no direct impact from the contents of this report
- b) Biodiversity – no direct impact from the contents of this report
- c) Crime & Disorder – no direct impact from the contents of this report
- d) Environment & Climate Emergency – no direct impact from the contents of this report

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.

The Council must have relevant and effective Standing Orders in order to fulfil its obligations under various legislation and for governance purposes.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Financial implications

➤ There are no implications from the contents of this report.

Recommendations

Members are invited to note the report and

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