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**Agenda Item:** Witney Town Council Standing Orders - Review

**Meeting Date:** Monday, 22<sup>nd</sup> June 2026

**Contact Officer:** Deputy Town Clerk

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The purpose of this report is to propose updated Standing Orders for Witney Town Council.

In line with best practice, Standing Orders should be reviewed annually. This process, initiated by the Proper Officer/Town Clerk (Standing Order 41(d)), is to align such a review as deferred from the Annual Council meeting held on 6 May 2026 (minute no. 232 refers).

### 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 refer to, but do not contain financial regulations, which are separate procedures to regulate the councils' financial affairs and accounting procedures.

### Current Situation

The Council's current Standing Orders were last reviewed in June 2025 and can be accessed via the following link: [Witney Town Council Standing Orders](#)

Officers have now undertaken a scheduled review of the Standing Orders to ensure they reflect relevant activities of the Council, current legislation, best practices, and align with the latest Model Standing Orders issued by the National Association of Local Councils (NALC). It should be noted there have been no NALC updates since the last review, so the majority of information remains unchanged.

The proposed revised Standing Orders are attached as **Appendix A**. Statutory requirements are highlighted in **bold**, while additional provisions have been included to support the effective operation of the Council.

Key amendments include:

- Standing Order 5(k) - The inclusion of Broadcasting of meetings.
- Standing Order 5(q) – The expansion on recording of votes in meetings
- Standing Order 10(a)(xiv) – The option to provide a written question to the Leader in advance of the meeting.

If proposed and seconded by Members, the revised Standing Orders will stand adjourned until the Full Council meeting scheduled for 13 July 2026, in accordance with Standing Order 41. They will be formally considered at that meeting.

**The period between meetings is intended to provide Members with sufficient time to review and reflect on the proposed revisions. Standing Orders are a critical document that define how the Council operates and form the written rules governing its procedures.**

## **Corporate Strategy**

The Council's Strategic Plan 2025–29 sets out the Council's long-term priorities and direction, supporting its mission to 'make Witney a great place to live, work and visit.' This report contributes to the delivery of the following strategic pillar of the plan:

1. A Forward Looking Town Council

## **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 implications.
- b) Biodiversity – no direct implications.
- c) Crime & Disorder – no direct implications.
- d) Environment & Climate Emergency – no direct implications.

## **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.

Updated Standing orders ensure compliance with current legal requirements, procedural activities, governance, and audit to avoid potential challenges to council decisions.

## **Social Value**

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

## **Recommendations**

Members are invited to note the report and;

1. Review the updated policy document,
2. Note the changes as referred to in the report and,
3. Approve the proposed Standing Orders for Witney Town Council, which if agreeable, will stand adjourned until the Full Council meeting on Monday 13<sup>th</sup> July 2026 where they may be discussed further.