

## FULL COUNCIL

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**Date:** Monday, 5 December 2022

**Title:** Standing Orders – 2022 Review

**Contact Officer:** Deputy Town Clerk - Adam Clapton

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### 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.

Officers have undertaken a scheduled review of the Town Council's Standing Orders to ensure they are in line with current legislation, practice and are based upon the National Association of Local Councils (NALC) Model Standing Orders 2018 for England (revised 2020).

### 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. As best practice, the revised Standing Orders (as presented) will stand adjourned until the Council meeting scheduled for 13 February 2023 and it is at that meeting they will be discussed.

**The period between the Full Council meetings is intended to give members plenty of time to read through and consider the proposed revised standing orders which are an important document and state how the council operate and are the written rules of the council.**

### Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind 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 pertaining to this report.

**Recommendations**

1. Members are invited to note the report and attached Revised Standing Orders as agreed by resolution of the Policy, Governance & Finance Committee on 21 November 2022;
  - a) If agreeable, the Standing Orders will stand adjourned until the Full Council meeting on Monday 13 February 2023 where they can be discussed in further detail.