

## WOODBRIIDGE TOWN COUNCIL

Minutes of a meeting of the **STANDING ORDERS SUB-COMMITTEE** held in the Shire Hall, Market Hill, Woodbridge, on **TUESDAY 22 OCTOBER 2019 at 5.30pm.**

### Councillors:

Present: S Bale (Chairman), P Gillard, G Holdcroft, J Jewers, E O’Nolan.

Absent without M Wilks

Apologies:

In Attendance: Deputy Town Clerk and no members of the public.

### Action

- 427 **MEMBERS AND OFFICERS WERE INVITED TO MAKE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY OR LOCAL NON-PECUNIARY INTERESTS THAT THEY MAY HAVE IN RELATION TO ITEMS ON THE AGENDA AND WERE ALSO REMINDED TO MAKE ANY DECLARATIONS AT ANY STAGE DURING THE MEETING IF IT BECOMES APPARENT THAT THIS MAY BE REQUIRED WHEN A PARTICULAR ITEM OR ISSUE IS CONSIDERED, AND TO DEAL WITH DISPENSATIONS AS REQUESTED BY INDIVIDUAL COUNCILLORS IN LINE WITH S33 OF THE LOCALISM ACT 2011**

There were none

- 428 **COUNCILLORS WITH A PECUNIARY INTEREST IN AN ITEM ON THIS AGENDA, WHO WISH TO REMAIN, SPEAK AND/OR VOTE DURING CONSIDERATION OF THAT ITEM, MAY APPLY FOR A DISPENSATION BY WRITING TO THE TOWN CLERK PRIOR TO THE MEETING. APPLICATIONS MAY ALSO BE CONSIDERED AT THE MEETING ITSELF SHOULD THE NATURE OF THE INTEREST BECOME APPARENT TO A COUNCILLOR AT THE TIME OF THE MEETING**

There were none.

- 429 **PUBLIC QUESTION TIME**

There were none.

- 430 **CONFIRMATION OF STANDING ORDER SUB-COMMITTEE MINUTES**

**IT WAS RESOLVED** that the minutes of the meetings held on Tuesday 24 September 2019 be confirmed and signed as a true copy.

- 431 **TO REVIEW AND RECOMMEND TO TOWN COUNCIL THE STANDING ORDERS 2019**

The Chairman briefed the committee on the minor changes made to the document, namely the wording of the Staffing and Staffing Sub-Committees in sections 19a-e, the addition of section 19f to handle potential grievances relating

to the chairman or vice-chairman of the Staffing Sub-Committee, and section 22 detailing the relations with the press and media.

After discussion;

**IT WAS RESOLVED TO RECOMMEND** to Town Council (via the EGM) to accept Standing Orders 2019.

Proposed – E O’Nolan, Seconded – J Jewers. All in favour.

432 **TO REVIEW AND RECOMMEND TO TOWN COUNCIL CHANGES TO TERMS OF REFERENCE**

The Chairman briefed the committee on the changes made to the document, and after discussion the following alterations were agreed;

5.3 – Remove ‘propose and’

5.9 – Add ‘Liaise with the Staffing Committee on staffing matters’

10.13 – Reworded to ‘To oversee the performance of the Clerk, to administer his/her leave requests, record and monitor his/her absence, and oversee grievance and disciplinary matters and pay disputes’

11.2 – Removed (replaced by 11.3)

**IT WAS RESOLVED TO RECOMMEND** to Town Council (via the EGM) to accept the Terms of Reference 2019

Proposed – J Jewers, Seconded – P Gillard. All in favour.

433 **TO REVIEW AND RECOMMEND TO TOWN COUNCIL CHANGES TO THE PRESS AND MEDIA POLICY**

This policy was discussed and no changes were recommended.

434 **CLOSURE**

The meeting was closed. A date for a future meeting was to be agreed when needed.

Councillor Sue Bale  
Chairman