

WOODBIDGE TOWN COUNCIL

Minutes of a meeting of the **STANDING ORDERS SUB-COMMITTEE** held in the Shire Hall, Market Hill, Woodbridge, on **TUESDAY 8th MAY 2018 at 6.15p.m.**

Councillors:

Present: M Dale, G Holdcroft (Chairman), C Perkins and K Yule

Absent without Apologies: S Attwell

In Attendance: Councillor Blois, Councillor Falconer, Town Clerk and 0 members of the public.

481. **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 BECAME 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 SECTION 33 OF THE LOCALISM ACT**

None

482. **CONFIRMATION OF MINUTES OF THE MEETING HELD ON 28TH MARCH 2017**

IT WAS RESOLVED that the Minutes of the previous meeting held on 28th March 2017 be signed as a true copy.

483. **MATTERS ARISING**

It had previously been raised how councillors who were appointed to external bodies reported back to the Council. There continued to be debate around this point. Additionally, it was discussed who appointed members of the public to these outside bodies on behalf of the Council should this ever be necessary.

IT WAS RESOLVED that the Chairman and Town Clerk would meet to regularise these points and to report to the next meeting of the Standing Orders Sub-Committee.

484. **TO REVIEW MODEL STANDING ORDERS 2018 IN VIEW OF RECENT STATUTORY CHANGES**

The Chairman invited the sub-committee and councillor attendees to reflect on what had and had not been successful since introducing the current Standing Orders the previous year.

There was considerable discussion about the perceived need to include 'Any Other Business' so that matters could be raised. It was explained that under the terms of the Transparency Code, members of the public needed to be given forewarning of

any matter that was to be discussed. Using any other business was deemed as 'hiding' discussions and not being transparent.

Councillors asked, if they could not raise any other business at a meeting, how they were to get items onto the agenda. It was explained that this was to be done by informing the Clerk a week in advance in writing of any motion they wished to raise.

This was felt to be impractical for the Amenities Committee. It was suggested that for this Committee only a standing agenda item 'for the godparents of Council assets to report any matters' be introduced.

IT WAS RESOLVED to introduce a standing agenda item for the Amenities Committee for the purpose of reporting on Council assets.

The sub-committee discussed the changes that had been brought in following to the introduction of, in particular, the GDPR 2017. They reviewed the new model standing orders as produced by NALC and, where appropriate and allowable, customised these documents for Woodbridge Town Council.

The Town Clerk was asked to ensure that, once approved and signed at the forthcoming AGM, all councillors be given a paper copy of the standing orders and terms of reference.

It was queried if all councillors had been asked if they were happy to receive items from the office by e-mail. Those present, did not think they had been asked. The Clerk was asked to do this in retrospect.

IT WAS RESOLVED to recommend to the AGM that the Standing Orders 2018 be accepted and signed.

Councillor Holdcroft
Chairman