

WOODBRIIDGE TOWN COUNCIL

Minutes of a meeting of the **STANDING ORDERS SUB-COMMITTEE** held in the Shire Hall, Market Hill, Woodbridge, on **TUESDAY 11TH OCTOBER at 6.00p.m.**

Councillors:

Present: S Attwell, M Dale and G Holdcroft

Apologies: K Yule

Absent without
Apologies: V Harrup

In Attendance: Lady C Blois and Town Clerk

251. **ELECTION OF CHAIRMAN FOR THE ENSUING YEAR**

Councillor Attwell formally nominated Councillor Holdcroft seconded by Councillor Dale as Chairman of the Standing Orders Sub-Committee for the ensuing year and **IT WAS RESOLVED** that Councillor Holdcroft be duly elected as Chairman for the civic year 2016/2017.

For – All

252. **ELECTION OF DEPUTY CHAIRMAN FOR THE ENSUING YEAR**

Councillor Attwell formally nominated Councillor Dale, seconded by Councillor Holdcroft as Deputy Chairman of the Standing Orders Sub-Committee for the ensuing year and **IT WAS RESOLVED** that Councillor Dale be duly elected as Deputy Chairman for the civic year 2016/2017.

For - All

253. **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

254. **CONFIRMATION OF MINUTES OF THE MEETING HELD ON 26TH APRIL 2016**

IT WAS RESOLVED that the Minutes of the previous meeting held on 26th April 2016 be signed as a true copy.

255. **MATTERS ARISING**

None

256. **QUESTIONS TO THE CHAIRMAN**

None.

257. **CONSIDERATION OF ANY FURTHER AMENDMENTS TO VERSION 7 OF STANDING ORDERS APPROVED ON 10TH MARCH 2015**

It is recommended to the Town Council that Woodbridge Town Council adopt the Suffolk Association of Local Councils Model Standing Orders.

Councillor Holdcroft to weave in (where relevant) the Woodbridge Town Council Standing Orders text.

The text to be as follows:-

Mandatory – Bold text

Advisory – Standard text

Woodbridge Town Council – Italic's

The amended document to be presented at the next meeting for further consideration and the document to be reviewed annually in November/December

258. **CONSIDERATION OF AMENDMENTS TO FINANCIAL REGULATIONS FOLLOWING ON FROM COMMENTS MADE BY THE INTERNAL AUDITOR TO THE FINANCE AND STAFFING COMMITTEE**

It is recommended to the Town Council that Woodbridge Town Council adopt the Suffolk Association of Local Councils Model Financial Regulations document.

The Town Clerk to weave in (where relevant) the Woodbridge Town Council Financial Regulations text.

259. **ANY OTHER MATTERS OF REPORT AT THE DISCRETION OF THE CHAIRMAN**

a) Councillor Holdcroft said the Suffolk Coastal District Council procedure for complaints under the Council Code of Conduct should form a Woodbridge Town Council Policy.

Agreed

b) Councillor Attwell said for the new Council (in 2020) – the Chairman of the Sub-Committee should take the Councillors through the Standing Orders and the Financial Regulations documents.

Councillor Holdcroft said the Clerk does this for everyone at an induction type evening prior to the first formal meeting of the Council.

Councillor Holdcroft
Chairman