

# WOODBRIIDGE TOWN COUNCIL

Minutes of a meeting of the **STANDING ORDERS SUB-COMMITTEE** held in the Shire Hall, Market Hill, Woodbridge, on **TUESDAY 28<sup>TH</sup> FEBRUARY 2017 at 7p.m.**

## **Councillors:**

Present: S Attwell, M Dale, G Holdcroft and K Yule

Apologies: V Harrup

In Attendance: Councillor O’Nolan, Councillor Dale, Councillor Mortimer, Councillor Falconer, Councillor Perkins, Councillor Rawlings and the Town Clerk

489. **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

490. **CONFIRMATION OF MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> OCTOBER 2016**

**IT WAS RESOLVED** that the Minutes of the previous meeting held on 11<sup>th</sup> October 2016 be signed as a true copy.

491. **MATTERS ARISING**

None

492. **CONSIDERATION OF AND APPROVAL OF THE TERMS OF REFERENCE DOCUMENT AND MODEL STANDING ORDERS AS RELATED TO WOODBRIDGE TOWN COUNCIL**

Councillor Holdcroft took Councillors through the Terms of Reference document whereby it was suggested that each Committee has a budget with spending limits to spend without reference to the Finance and Staffing Committee but making reference to the Town Council. It was also suggested time set aside prior to each meeting for public participation:

- 15 minutes prior to committee meetings
- 30 minutes prior to Town Council meetings

Once Standing Orders document, which includes Financial Regulations and all policies agreed from then on, supporting papers for meetings to be put onto webhop and website and produced as hard copies for the public seats.

After further discussion:

It is **recommended** to the Finance and Staffing Committee to review/make recommendations for spending limits for committees with effect from 1<sup>st</sup> April 2018.

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

Date of next meeting: early April

Councillor Holdcroft  
Chairman