

WOODBIDGE TOWN COUNCIL

Minutes of a meeting of the **STANDING ORDERS SUB-COMMITTEE** held in the Shire Hall, Market Hill, Woodbridge, on **TUESDAY 28TH MARCH 2017 at 5.30p.m.**

Councillors:

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

Absent without
Apologies: V Harrup

In Attendance: Councillor Falconer, Deputy Town Clerk.

524. **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

525. **CONFIRMATION OF MINUTES OF THE MEETING HELD ON 28TH FEBRUARY 2017**

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

526. **MATTERS ARISING**

None

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

Councillor Holdcroft took Councillors through the Terms of Reference and Model Standing Orders documents.

In reference to section 1.4 and 1.5 of the Terms of Reference document it was **recommended** to Town Council that this clause remain in the document.

In reference to section 3.8 of the Terms of Reference document it was **recommended** to Town Council that the Mayor stand on all committees but as a plus one. Therefore Planning, Amenities and F&S will have nine members plus the Mayor and Highways five plus the Mayor.

It was noted that the idea of having one councillor from each ward on each committee has now been dropped.

Councillor Attwell queried the process of agreeing and approving minutes from committees by the town council and wondered whether this can be adjusted. Can the minutes be noted rather than approved so any additional changes can be agreed and then the minutes approved at a later date? Councillor Holdcroft advised that minutes taken to the Town Council were still a draft as they are the basis of the debate. It was agreed to take advice from the Town Clerk on the matter.

Councillor Attwell questioned whether councillors who are members of outside bodies and organisations need to formally report back on their activities to a committee and whether this be required in the standing orders. It was agreed to take advice from the Town Clerk on which committees the members should report back to in regards to their outside organisations. It was also agreed this would form a new policy in the terms of reference document and not the standing orders.

Councillor Yule questioned whether we can appoint members of the public to attend outside bodies as we may be seen not to be pulling our weight at meetings where members don't attend. It may be better to appoint a member of the public who wishes to attend rather than a member who doesn't. It was suggested a new policy document is required in regards who can attend, with a clause being that the council can appoint whoever they wish to these bodies.

In reference to section 3F of the Model Standing Orders it was **recommended** to the Town Council the time set aside prior to each meeting for public participation be:

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

The public speaking should be part of the meeting and either up to 15 minutes for a committee meeting or up to 30 minutes for Town Council. If no public speaking then the rest of the agenda proceeds. Each individual member of the public is permitted to speak for three minutes and a summary of the public speaking will be included in the minutes.

After further discussion:

It is **recommended** to the Town Council that Woodbridge Town Council adopt the Terms of Reference Document and Model Financial Standing Orders.

Councillor Yule questioned whether councillors should be informed of the objectives the Clerk and Deputy Clerk are working toward and how this is supervised and appraised. Similarly, should the public be made aware of the council's yearly objectives and whether or not these are achieved? It was noted that the chairman of Finance and Staffing controls the training, supervision and appraisal of professional staff. Further communication between F&S and the Town Council in regards to agreeing the vision, aims and yearly objectives of the council could be undertaken. This is an issue to be covered in the policy document and not the standing orders.

The Woodbridge Town Council policies should also be read together with Standing Orders, it is these Policies that will change from time to time and be added to or amended.

528. **CONSIDERATION OF AND APPROVAL OF THE MODEL FINANCIAL REGULATIONS AS RELATED TO WOODBRIDGE TOWN COUNCIL**

Councillor Holdcroft took Councillors through the updated Model Financial Regulations document.

It is recommended to the Town Council that Woodbridge Town Council adopt the Model Financial Regulations.
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529. **ANY OTHER MATTERS OF REPORT AT THE DISCRETION OF THE CHAIRMAN**

None.

Councillor Holdcroft
Chairman