

Committee: FULL COUNCIL

Date: 16 May 2023

Title: Standing Orders

Purpose of Report

To review and approve the Town Council's Standing Orders for the council year 2023-2024.

Recommendation:

Members approve the proposed Standing Orders.

Background

1. The Standing Orders detail how the council organises its affairs and functions. It covers procedures during meetings, financial matters not covered in the council's financial regulations, delegation to council officers and other matters. Sections of the Standing Orders are mandatory.
2. The council's Standing Orders are based on a model produced by the National Association of Local Councils (NALC). These were in themselves amended both in 2018 and in 2020 and the current Standing Orders do not reflect some of the changes that appear in the Model provided by NALC since 2013.
3. The council's existing Standing Orders requires, under 5.j. ix, annual 'review and adoption of appropriate Standing Orders and Financial Regulations': Standing Orders were last reviewed and adopted by the Full Council at the Full Council meeting on the 17 January 2023.
4. The Standing Orders were taken to the January meeting in order that an amendment that allowed all Members of the council to attend all meetings of the council could be included. This was duly considered and Members resolved to adopt the revised Standing Orders brought before them.

*Members **RESOLVED** to approve the Standing Orders as per the amendments considered in Draft Version 22-23/2 considered at the meeting.*

***Proposer** Cllr Sellers **Seconded** Cllr Hamilton*

Report

5. The Town Clerk has taken the 2020 Model Standing Orders and in discussion with the council's other officers looked to ensure that the Draft Standing Orders **(Appendix 11A)** suitably guide the council and Councillors through the statutory framework within which they should operate.
6. Where appropriate some additions and amendments have been proposed to reflect this council's custom and practice and policy decisions.
7. Where amendments have been proposed or changes to previous Standing Orders exist then they are highlighted and italicised. The Standing Orders have been altered to reflect a gender neutrality as per the Model Orders provided by NALC.
8. Any references to South Somerset District Council have now been removed and references to the Unitary Authority implies Somerset Council.
9. Members resolve to accept the proposed Standing Orders as considered at the 16 May 2023 meeting and to include any alterations identified and noted for inclusion at the meeting.

Mark Tredwin
Town Clerk
May 2023