

**Sandwich Town Council
Standing Orders Working Group Meeting**



Agenda

Chair: Cllr Black
Councillors: Breen, Csuka, Gray and Pennington

Members are hereby cordially invited to attend a Standing Orders Working Group Meeting in the Council Chamber, Guildhall on **Thursday 6th July 2023 at 10:30** to transact the business on the agenda below.

Date: **30th June 2023**
Gill Gray: Interim Town Clerk

1	Apologies for absence received:	
2	Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
3	Minutes of the SO Working Group To receive and approve the minutes as an accurate record of the SO Working Group meeting held on 29th June 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda: Decision required	Attach 1
4	Public Participation: A 15-minute session is set aside for members of the public to make representations at the meeting in respect of the business on the agenda. Individual representations should not exceed 3 minutes. (Written notice of the desire to exercise the right to speak, together with the topic to be addressed, must be given to the Interim Town Clerk prior to 4pm on the Monday preceding the meeting).	
5	Progress Update Discussion of progress to date with Town Clerk and RFO.	
6	Standing Orders Members to continue work on the draft Standing Orders.	
7	Date of next SO Working Group Meeting: TBC	

SANDWICH TOWN COUNCIL
Standing Orders Working Party
Draft Minutes of the meeting held on 29th June 2023

1. Present

In Attendance:

Cllr Ian Black (Chair) IB

Cllr Nicholas Gray NC

Cllr Martyn Pennington MP

Ms. Christina Glynn (CG) was present to video the proceedings, and also contributed to the discussions.

No other members of the public attended

2. Apologies for Absence. Cllr Peter Breen for health reasons, Cllr Emmet Csuka was on Holiday

3. Declarations of interest: none

4. Public Participation. None

5. Minutes:

The draft minutes of the meeting held on 22/6 were *accepted* as a correct record. IB informed the meeting that the Town Clerk would attend the meeting on 6 July. The attendance of the RFO would not be strictly necessary but could be arranged. It should be possible to present the complete redraft of the Standing Orders to the Council meeting on 31st July.

6. Review of draft Standing Orders

Section 6: Conduct of meetings and debate

6.1.1 m: IB asked is it necessary? Is it intended to mean a wide public consultation or only those present? Others felt that it should be retained in order not to exclude the possibility. Decision: Retain

6.2.1 given the Group's intention to encourage earlier distribution of meeting agendas, notice should be given one clear working day before publication of the agenda

6.3.2 delete all after "writing" as the rest is superfluous

6.3.7 last sentence to end simply " in accordance with the Nolan principles"

6.4.2 delete

Section 7: Confidential matters

7.1.NC proposed the deletion of this section. Decision: delete in light of 7.2.1j which is the statutory requirement

721 delete a-e which are not statutory requirements

Section 8: Code of conduct and declaration of interests

8.1.2 prefer existing 16a

8 need to take into account Council's role as trustee of charities

Section 9: Financial controls and deeds

9 NC to check if must be in SO. Limits are statutory but irrelevant for town councils.

7: Date of next meeting: 6 July

Draft