

**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 20th July 2023 at 10:30** to transact the business on the agenda below.

Date: **14th July 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 13 th July 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	Standing Orders Members to finalise the draft Standing Orders and any guidance notes in preparation for submissions to STC on 31 st July 2023.	
6	Report to Full Council Members are asked to consider how a report on progress to date should be presented to the Council, which aspects should be highlighted, and seek Council's agreement for further work by the Working Group.	
7	Date of next SO Working Group Meeting: TBC	

Draft Minutes of the Standing Orders Working Party meeting held on 13th July 2023

1. In Attendance:

Cllr Ian Black (Chair) IB
Cllr Peter Breen PB
Cllr Emmet Csuka EC
Cllr Martin 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 Nicholas Gray who was travelling

3. Public Participation:

None

4. Previous Meeting's Minutes:

The minutes from the previous meeting were corrected and approved.

5. Open Discussion:

PB had very helpfully produced a "clean" version of Document 10, ensuring numbering, font etc. were consistent. The meeting used an interactive version to make the latest changes and updates. PB will circulate the latest version prior to the next meeting.

In addition he had worked all the action points from earlier WG meetings up into a spreadsheet, cross-referenced to the SO document numbering. This proved to be of great value, and the WG thanked him for this work.

An email had been received from GG, the Town Clerk, which outlined her views of certain items: many of these were discussed, and a copy of the up to date SO's will be sent to her. IB also undertook to email her about some further points.

1.1.4 the WG agreed that any simplified "lay person's" guide to the lengthy SO document should be deferred until after STC agreed the SOs, and was unlikely to be started before September, assuming STC wished to re-appoint this WG.

2.3.2 The Proper Officer role had been clarified and the new wording recognised this.

3.1.4 The WG believed it was important for each committee to appoint its own Chair and Vice-Chair. It would need to be made explicit that, if 3.1.7. were adopted, the Chair of each Standing Committee would also be on the HR committee

3.1.5. The WG reiterated its view that STC should have a Human Resources Committee, which met regularly. EC agreed to seek to reword this clause to ensure clarity about what items on the committee's agenda was confidential, and what was not. The previous arrangement made all items confidential: the WG did not believe this was warranted.

3.1.6 The WG were explicit on this clause.

PB scoped up a table to clarify the number of councillors on each meeting type, the relevant quorum and the number of other attendees who might be invited on to each type of meeting. This will sit in 3.3.6.

Public Participation remained a challenging issue: a balance was needed between the WG desire to have as much interaction as possible and the TC's need to manage time etc. on agendas. The WG suggested a priority order for speakers in 5.1.3.c and 5.1.4.

The WG had previously spoken about more Council interaction with the public. The TC's email suggested she also had some further suggestions: MP asked if the TC could share her interview presentation with the WG to allow subsequent meetings of the WG (if STC wished it) to develop these and other ideas.

The WG agreed a better alarm system must be developed for Public Participation speakers, whether by lights or coloured cards. 6.1.1.q. needed to be considered in this matter.

The TC's emailed questioned some of the changes in 2.1.4.: the WG had reduced the list of sub-clauses from 11 to 3. The WG felt that it was not appropriate to have detailed "list of duties" for the Mayor and TC in these SO's. CG said this might be a legacy of earlier issues as personnel had changed over the years. The WG suggested such detail might best be held in an addendum to the SO's: did SLCC have a set of guidelines for this? It was agreed that IB would raise this with the TC, and if necessary 2.1.4 could be reviewed.

The Chair closed the meeting. He thanked all for their contributions, and especially PB's work on updating and cleaning up version 10. The next meeting will be at 1030 on 20/7/23