

**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 3rd August 2023 at 11:00** to transact the business on the agenda below.

Date: **27th July 2023**

Karen Palmer: Responsible Finance Officer

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 20 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 reflect on the outcomes of the STC meeting of 31/07/23, and to modify and amend the draft 20.3 of the Standing Orders accordingly.	
6	Date of next SO Working Group Meeting: to be confirmed (to agree if any further meetings of this Working Group are required prior to any restart of an amended Working Group in September 2023).	

Draft Minutes of the Standing Orders Working Party meeting held on 20th July 2023

1. In Attendance:

Cllr Ian Black (Chair) IB
Cllr Peter Breen PB
Cllr Emmet Csuka EC (until 1115)
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:

The meeting discussed the late draft of the Standing Orders, and amended them as per the draft to be submitted to STC on 30/7/23, and the commentary.

Still to be resolved by STC are the issues of:

Digital signatures

Speaker time notification arrangements

A clear, up to date, user-friendly policy on confidentiality

It was agreed IB would write to the 3 external councillors about the proposal in 6.1.6

A clarification of disclosure policy was not received until after the group met: 8.2.1 seeks to resolve the issue of participation, but not voting, when a dispensation has been agreed for a person with a disclosable interest in a matter.

Next meeting, provisionally at 1100 on 3/8/23