

Full Council

Date:	9 May 2017
Title:	Standing Orders / Financial Regulations
Contact Officer:	Graham Hunt, Town Clerk

Purpose of Report

1. To provide background on the annual review and re-adoption of Standing Orders and Financial Regulations.

Background

2. Standing Orders were last updated in November 2016. Following a thorough review by the Town Clerk, seven further minor changes have been made to reflect current practice:
 - a) 1.1 - To reflect new practice on the start time of a second meeting in one evening
 - b) 7.2 (h) - To correct an erroneous cross reference
 - c) 8.0 and 8.2 – To allow public participation at the Annual Council Meeting
 - d) 8.0 (f) – To allow public participation to be taken at the start of any item of business
 - e) 10.0 (between j & k) – To allow Council to create Working Groups as well as Committees
 - f) 22.0 – To allow additional Council meetings, as well as Committee meetings
 - g) 31.6 – To state that the Council itself records meetings.Some other cosmetic changes have also been made, including the new logo.
3. Financial Regulations were last updated in November 2016. Monthly salaries are paid by BACS and are approved by the Town Clerk rather than by Councillors, with appropriate audit and other controls to ensure accuracy. Item 7.3 has been updated to reflect this practice.
4. Members are welcome to make suggestions for change / further change to either document.

Resource Appraisal

5. The documents reflect what the Town Council does already, so there are no additional resource requirements identified.

Risk Assessment

6. The documents are a legal requirement for the Governance of a Town Council.

Legal Powers: Local Government Act 1972

Recommendation

It is recommended that:

- i) The revised Standing Orders and Financial Regulations be adopted.***