

Full Council

Date:	14 May 2019
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 re-adopted in May 2018 and are presented again, with proposed changes as follows:
 - a) Change at 1.3 (strike out “on the second Tuesday”) to allow the Annual Meeting of the Council to be held at any time in May, in line with the law, rather than being restricted to the second Tuesday in May.
 - b) Change as discussed at Induction Training, to remove “as a correct record” from minute approval at 7.2 (f) and 12.0, so that minutes are simply approved. This allows those not present at the original meeting to also approve the legal record of the meeting.
3. Financial Regulations were last updated in May 2018 and are presented again, without change, for re-adoption.
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.***