

Full Council

Title:	Standing Orders
Date:	14 May 2024
Contact Officer:	Mandy Sturdy, Town Clerk

Purpose of Report

1. To provide background on the annual review and re-adoption of Standing Orders with recommendations to make two amendments.

Background

2. Standing Orders are the written rules of a local council. Thame Town Council last re-adopted theirs in May 2023 and are presented again for review (Appendix A).
3. The National Association of Local Councils (NALC) publishes Model Standing Orders to assist councils. A **full** review of the Model Standing Orders against Thame Town Council's Standing Orders will take place as the new committee structure is adopted.
4. Local councils must have standing orders in respect of contracts and should have standing orders to regulate their business and proceedings.
5. Other than for standing orders required by law (marked in bold), members are welcome to make suggestions for changes to this document.

Proposed Changes

6. Recommendations for minor changes to Standing Orders are shown in Appendix A and highlighted in yellow with additional detail below:

Standing Order	Change	Reason
6.0	ADD RED TEXT: Members shall vote by show of hands. The election of a Mayor and Deputy Mayor however, may be a secret ballot if requested by a Member. If a secret ballot takes place, then the ballot papers should record each councillor's name in case of a recorded vote and be kept by the Clerk until after the minutes of that meeting are signed.	Local Government Act 1972 Sch 12 Para 13 – 13(1) Unless otherwise provided by the council's standing orders the manner of voting at meetings of a parish council shall be by a show of hands. 13(2) On the requisition of any member of the council the voting on any question shall be recorded so as to show whether each member present and voting gave his vote for or against that question.
7.0a)	REPLACE 'MUST' WITH 'WOULD': To elect a Mayor who normally must would have served continuously on the Council for two years.	If all councillors change after an election, then this couldn't stand - there may also be someone suitable.

21.8	<p>REMOVE: No business may be transacted at a meeting of the Committee which is not specified in the agenda for the meeting unless the Chairman of the meeting agrees that the item should be considered as a matter of urgency and the reason for the urgency shall be specified in the minutes.</p>	<p>Although it was used at P&R (27/2/24), case law advises that 'A local council cannot lawfully decide any matter which is not specified in the summons' (Longfield Parish Council v Wright 1918)</p>
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Resource Appraisal

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

Risk Assessment

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

Legal Powers:

- Local Government Act 1972 S106
- Local Government Act 1972 S135
- Local Government Act 1972 Sch12 para 42

Recommendation

It is recommended that:

- Standing Orders are adopted with minor amendments shown.***