



MINUTES

Committee: Parish Council
Date: Tuesday, 18 October 2022
Time: 7:00pm
Venue: Parish Council Office

Present

Cllr Mike Warner (Vice-Chairman)
Cllr Gordy Keep
Cllr Farrand-Rogers
Cllr Penny Simpson
Cllr Richard Short
Cllr Catherine Fileman-Wright
Cllr Mike Jeffery
Cllr Malcolm Chudley

Also Present

Samantha Parkin (Clerk)

PUBLIC PARTICIPATION

183/2022 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Dodd and Cllr Evans.

184/2022 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest or requests for dispensation were received.

185/2022 MINUTES

It was proposed by Cllr Jeffery, seconded by Cllr Short and **resolved to accept and sign** the minutes of the meeting held on 4th October 2022 as a correct record.

186/2022 MODEL STANDING ORDERS

The Clerk gave a presentation on NALCs model Standing Orders. The main points raised in the presentation are listed below:

1. The current standing orders are missing many standing orders required in accordance with legislation. Throughout the presentation the Clerk quoted the relevant legislation.
2. Standing Orders are the written rules of the council.
3. A flow chart explaining the process of motions, amendments and substantive motions was given to councillors and is attached at appendix 1.

4. Apologies must be given to the Proper Officer and a reason for the absence in order for the council to approve the absence.
5. The council is missing a Data Retention policy.
6. The Council is a corporate body therefore individual councillors cannot make decisions or give instructions independent of the council unless authorised to do so.

The Council made the following suggested amendments to the model Standing Orders throughout the presentation:

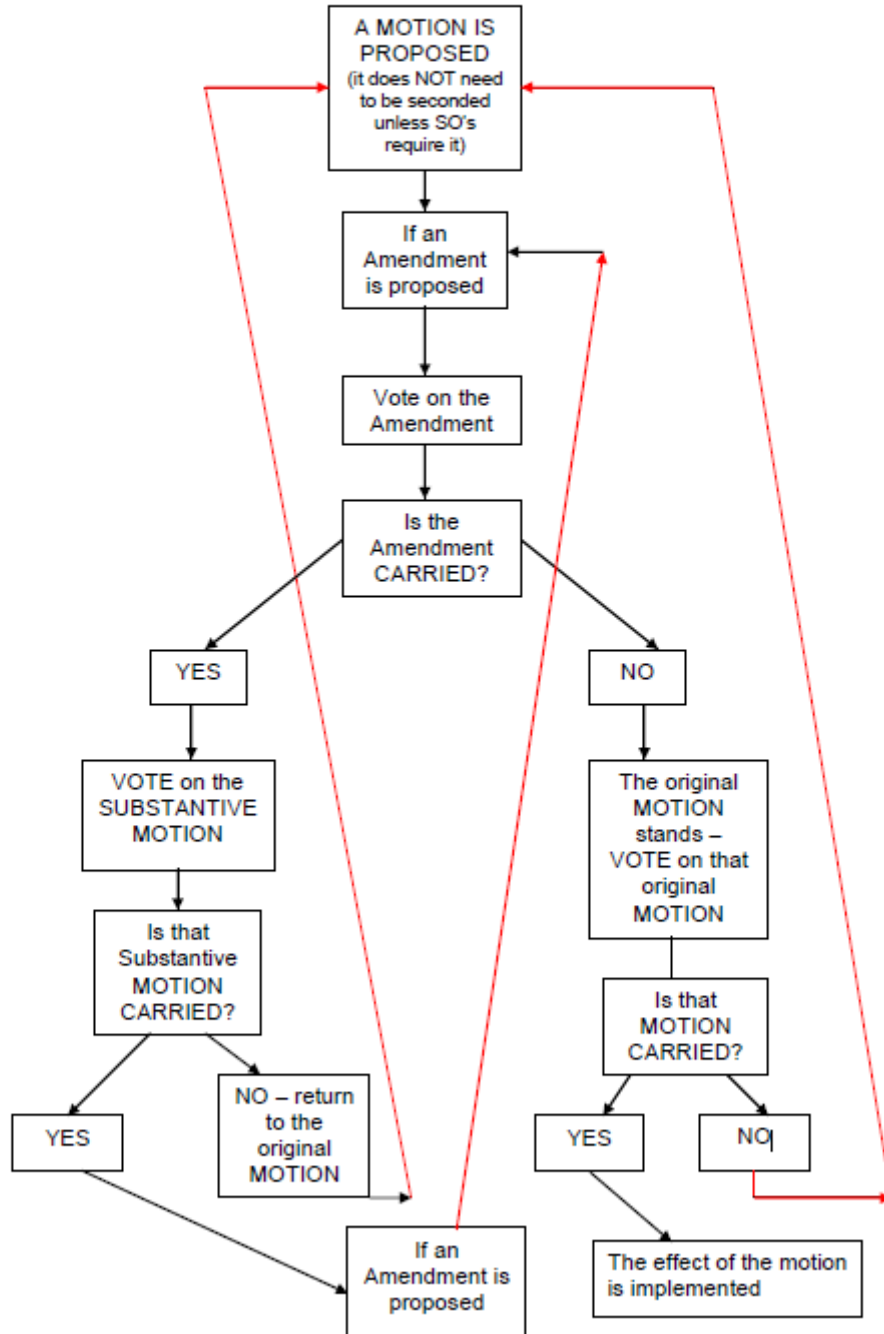
1. Standing Order 3. x – Amend ‘A meeting shall not exceed a period of 2 hours’ to ‘A meeting shall not normally exceed a period of 2 hours’
2. Standing Order 5. j xxi – Remove ‘Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council’
3. Standing Order 15. b ix. – Remove ‘liaise, as appropriate, with the Council’s Data Protection Officer (if there is one)’
4. Standing Order 15. b xvii. – Remove ‘retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect’
5. Standing Order 22. a. – Amend ‘ Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the council’s policy in respect of dealing with the press and/or other media’ to ‘All press requests should go through the chairman’

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Fileman-Wright and **resolved to adopt** the NALC model Standing Orders with the suggested amendments.

Cllr Fileman-Wright thanked the Clerk for reviewing the standing orders and taking the council through the document.

The Vice Chairman closed the meeting at 7.31pm.

THE PROCESS OF MOTIONS, AMENDMENTS AND SUBSTANTIVE MOTIONS



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