

<b>NOTES</b>	of the Meeting of the <b><u>STANDING ORDERS REVISION WORKING PARTY</u></b> held at the Council Chamber, Drake Road, Tavistock on <b><u>TUESDAY</u></b> the <b><u>12<sup>TH</sup> FEBRUARY 2019</u></b> at <b><u>7:00PM</u></b>
<b>PRESENT</b>	Councillors P Palfrey, P Sanders, P Williamson  Councillors Mrs M Ewings, Mrs A Johnson, Mrs U Mann, P Ward
<b>IN ATTENDANCE</b>	Town Clerk, General Manager

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**1. ELECT A CHAIRMAN**

Nominations were invited for the election of Chairman of the Working Party. A nomination was received in respect of Councillor P Sanders who was duly appointed.

**2. APOLOGIES FOR ABSENCE**

An apology for absence had been received from Councillor J Sheldon.

**3. DECLARATIONS OF INTERESTS**

There were no Declarations of Interest.

**4. NOTES OF THE MEETING HELD ON 17<sup>TH</sup> FEBRUARY, 2015**

These were received for information.

**5. REVIEW OF COUNCIL POLICIES AND PROCEDURES**

The Working Party considered the report of the Town Clerk in connection with the above with particular reference to:-

**a. Tavistock Town Council Standing Orders.**

The Working Party considered the revisions as proposed in connection with Procedural Standing Orders – particular regard to amendments arising from changes in legislation. Discussion also took place around the relationship as between the provisions for Public participation and items listed later on the Agenda together with the advice of the Council Solicitor regarding the sealing of documents.

Recommended that subject to the amendments listed below the amendments as recommended in the Revised Standing Orders be adopted and endorsed:-

- i. The deletion of Standing Order Number 3(e) and replacement with the following at the commencement of each Council meeting there is a period of up to 15 minutes set aside for Public questions. Members of the Public who wish ask a question at a meeting must give notice to the Town Clerk no later than 12noon on the working day before the meeting and the notice shall take the form of a written account of the question to be asked. The arrangements shall then be:-
  - The Mayor will call upon those wishing to speak in turn, each questioner being allowed to speak for a maximum of 3 minutes;
  - Those wishing to speak shall state their name and address. They may speak once on any one subject, unless the Mayor asks for more information;
  - Each question will be answered without subsequent discussion;
  - Questions are not permitted if they relate to the individual affairs of either the questioner or any another named person, but should only relate to matters of policy or practice;
  - The Mayor will not allow questions that are defamatory, frivolous or offensive, which require the disclosure of exempt or confidential information or relate to complaints about individual Members or Officers.
- ii. The amendment of Standing Order Number 5(J(v, viii-xi, xiii-xx)) shall be undertaken by the Council upon either an annual basis or as otherwise set out in the documents concerned.
- iii. 15(xv and xvi) – the deletion of the proposed amendments.
- iv. 17(e) – the deletion of “of May” and in its place, of “and not later than June that year”.
- v. 23 – the deletion of Para(c) and the amendment of proposed Para(b) to include the addition of the words “serving on the Budget and Policy Committee” to follow “Councillors” and precede “may sign”.

Noted that Section 3(m) attention was drawn to the provisions whereby all reporting could only take place with the benefit of permission.

**b. Tavistock Town Council Financial Regulations**

Recommended that the amendments, as listed, be adopted and endorsed.

**c. Treasury Management Policy**

Recommended that subject to the amendment of Para 5.2 to meet the requirement of the Council's Auditor with regard to a definition of quote "temporary" and associated re-wording in the interests of clarity the amendment as listed be adopted and endorsed.

**d. Internal Control System**

Recommended that the Tavistock Town Council Internal Control System, as submitted, be adopted and endorsed.

**e. Tavistock Town Council Members Code of Conduct**

Recommended that subject to:-

- The introduction of a reference to proper officer in the "definitions section" and the introduction of new powers 8.1 and 8.2 in Part 2 of the document the amended Tavistock Town Council Code of Conduct be adopted and endorsed.

**f. Tavistock Town Council Scheme for Payment of the Parish Basic Allowance**

Recommended that subject to the correction of the Para 3 with regard to the Basic Allowance to be paid with effect from 2<sup>nd</sup> May, 2019 to reflect the percentage rate applicable to West Devon Borough Council in the sum of £677.35 per annum. The Tavistock Town Council Scheme for Payment of the Parish Basic Allowance be adopted and endorsed.

**g. Tavistock Town Council Members Travelling and Subsistence Allowance Scheme**

Recommended that subject to amendment proposed the scheme as revised be adopted and endorsed.

**h. Tavistock Town Council Complaints Procedure**

Recommended that the procedure as proposed be adopted and endorsed.

**i. Tavistock Town Council Pension Discretions Policy**

Recommended that the policy as submitted be adopted and endorsed.

**6. PUBLIC PARTICIPATION AND COUNCIL MEETINGS**

The Working Party considered the report of the Town Clerk in connection with the above discussing, at length, current arrangements for the provision both of Public participation at Council Meetings and also the opportunity afforded for stakeholder input. A particular reference was made to the extent to which Public participation could be secured through the recommended changes to procedural standing orders (see above), together with:-

- Arrangement adopted by other Councils;
- The extent to which (under current arrangements) different partner organisations were treated differently in terms of reporting arrangements to Council;
- The importance attached to a consistent and business like approach to the treatment of business placed before Council.

Following a lengthy discussion there was consensus that those organisations and individuals currently presenting to Council on a regular basis be invited to submit a written report (of not more than two sides of A4) which, in future, would be included in the "for information" section of Council Agenda for consideration by members.

Noted that this would mean that the Council Meeting was/continued to be preceded by opportunity for quiet reflection, questions for the Public would occur in the main meeting and the contributions of partner bodies/stakeholders would be tabled with the Agenda.

The meeting closed at 9.00pm