

CODDENHAM PARISH COUNCIL

Agenda Paper



Thursday 5th September 2017

Report to Council

Item 8 To **CONSIDER** recommendations from the Policy Review Working Group to amend Standing Orders. (Cllr Peacock)

The Policy Review Working Group has commenced work considering the adopted Standing Orders principally against the background of the Council's stated aim of having greater transparency as well as the need to address and adopt legislative requirements. This process will be ongoing for some time but the Groups first recommendations are procedural matters relating to the publication of committee papers.

In order to give Councillors more time to consider matters prior to a council meeting, a point now of some importance given that the time for the main meeting has been the subject of debate, there is a need to have published the agenda and background papers more than the present requirement of three clear days before the meetings. The excluded days also include Sundays, the day of the meeting, any day of the Christmas, or Easter holidays or any bank holiday or a day of public thanksgiving or mourning, all as set out in SO 3(b) and (c).

On considering these matters at some length, The Policy Review Working Group were unanimous in RECOMMENDING the following amendments to the adopted Standing Orders as follows;

3. Meetings generally

- ▲ Full Council meetings
- Committee meetings
- Sub-committee meetings

- ▲ b The minimum ~~three~~ five clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. Notice means the agenda and background papers for the purpose of transmission to appropriate members of the parish council and for publication electronically. For the purposes of public announcement on village notice boards, the term notice means the agenda only.
- c The minimum ~~three~~ five clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice. Notice means the agenda and background papers for the purpose of transmission to appropriate members of the parish council and for publication electronically. For the purposes of public announcement on village notice boards, the term notice means the agenda only.

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12. Draft minutes

- a Draft minutes of a preceding meeting shall be served at least electronically on Councillors within five working days of the preceding meeting and published concurrently electronically. Councillors will advise the clerk or person responsible for the preparation of the draft minutes of any items of accuracy only. Any revised draft minutes shall be sent to Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy. They shall be taken as read.~~If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.~~
- e Upon a resolution which confirms the accuracy of the minutes of a meeting and immediately following the meeting, any approved minutes shall substitute those placed electronically, and the draft minutes shall be deleted or destroyed.~~Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.~~

15. Proper Officer

- b The Proper Officer shall:
- i. at least ~~five~~ three clear days before a meeting of the Council, a committee or a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda. or, where requested by individual councillors at least ~~five~~ three clear days before a meeting of the Council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.
- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least ~~4~~ six days before the meeting confirming his withdrawal of it;

Proposal: That Council RESOLVES to amend the Standing Orders as recommended.

Proposer: Cllr Peacock

Peter Whitehouse

Parish Clerk