

# TOLLER PORCORUM PARISH COUNCIL

Annual Parish Council meeting | Wednesday 14 May 2025

## Appendix Na – Changes to be agreed to DRAFT Standing Orders (Appendix Nb)

Minute reference: 25/05-14.i

The DRAFT Standing Orders are NOT significantly changed from those currently in use. Most changes are to gender neutrality - these have not been listed. Other changes are listed below.

**Text in bold and underlined** indicates legal requirements, which a council cannot change or suspend.

### 3. Meetings generally

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed **30 minutes** unless directed by the chair of the meeting.

**Current SO states:** The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 30 minutes **or could be split in 2 sessions of 15 minutes** unless directed by the chairman of the meeting.

**Recommendation:** change time to 15 minutes to match current operation and remove red text as not in model SOs.

**NOTE:** holding another public participation session at the end of a meeting has been raised. The aim of public participation is to allow parishioners the opportunity to raise issues and to comment on items on the agenda before council makes any decisions. If parishioners have issues or information to raise after a meeting they can speak or email a councillor and/or the clerk. If the issue or information is about an agenda item on which a decision has been made any comments cannot be taken into consideration as a motion has already been passed.

- g. Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes – **to be noted**
- x Change to 2 hours, to remove typo of 'period of 2 to 2 hours'.

### 9. Motions for a proper meeting that require written notice to be given to the proper officer

**NOTE:** the Proper Officer (the Clerk) has to issue the agenda at least 3 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

**Current SOs** do not allow any time for agenda changes with the current time scales of 9(b) 5 days and 9(d) 3 days.

- b Change to 7 days
- d Change to 5 days

### 10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- x. Current SO states: to extend the time limits for speaking **(the length of any extension is at the Chair's discretion)**

**Recommendation:** remove red text as not in model SOs.

### 12. Draft Minutes

- f **Current SO states:** Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following 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 **no later than 6 months following their approval.**

**Recommendation:** remove red text as not in model SOs.

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## 14. Code of Conduct complaints

**NOTE:** section 14 has been completely rewritten to better reflect Code of Conduct requirements.

**14(a), (b) and (c)** have been removed and replaced with a single clause (a)

**New 14(a)** uses text from 14(d) in current SOs with addition of highlighted text and removal of red text. In bold and underlined so cannot be changed:

- a. **Upon notification by the District or Unitary Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

## 15. Proper Officer

a. The Proper Officer shall:

i. Change to 5 days to align with new 9(b) and (d)

ix. NEW CLAUSE: liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

## 18. Financial controls and procurement

**NOTE:** sections 18(c), (d) and (e) have been rewritten due to recent changes to procurement legislation and to ensure consistency with Financial Regulations.

**18(c)** has been replaced with text from 18(d) in current SOs

~~**c — A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**~~

**18(d)** has been replaced with text from 18(e) in current SOs

**18(e)** has been replaced with text from 18(f) in current SOs with highlighted text added and red text removed:

- e **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

**NOTE:** sections 18(f) and (g) have been removed.

## 19. Handling Staff Matters

a Change Council to Staffing Committee

b Change Council to Staffing Committee except for last reference: 'absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.'

c Change Council to Staffing Committee. Remove: 'This will usually be scheduled in November each year' as not in model SOs.

d Change Council to Staffing Committee

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- e Change Council to Staffing Committee except for last line which should state: 'which shall be reported back and progressed by resolution of the Staffing Committee or Council'.