



Andover Town Council

To **review** and **adopt** the Standing Orders,
and agree a clause amendment for 5j.

Item
No.
17

Produced for: Full Council

By: Town Clerk.

Date of Report: 9 May 2023

CLAUSE 5 J.

J	Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:	J	Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
	In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;	i.	In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
ii	Confirmation of the accuracy of the minutes of the last meeting of the Council;	ii	Confirmation of the accuracy of the minutes of the last meeting of the Council;
iii	Receipt of the minutes of the last meeting of a committee;	iii	Receipt of the minutes of the last meeting of a committee;
iv	Consideration of the recommendations made by a committee;	iv	Consideration of the recommendations made by a committee;
V	Review of delegation arrangements to committees, sub-committees, staff and other local authorities;	V	Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
vi	Review of the terms of reference for committees;	vi	Review of the terms of reference for committees;
vii	Appointment of members to existing committees;	vii	Appointment of members to existing committees;
viii	Appointment of any new committees in accordance with standing order 4;	viii	Appointment of any new committees in accordance with standing order 4;
ix	Review and adoption of appropriate standing orders and financial regulations;	ix	Review and adoption of appropriate standing orders and financial regulations if they have not been reviewed in the last 6 months;
x	Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.	x	Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi	Review of representation on or work with external bodies and arrangements for reporting back;	xi	Review of representation on or work with external bodies and arrangements for reporting back;
xii	In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;	xii	In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
xiii	Review of inventory of land and other assets including buildings and office equipment;	xiii	Review of inventory of land and other assets including buildings and office equipment; (this is done at End of Year Audit approval in April.)
xiv	Confirmation of arrangements for insurance cover in respect of all insurable risks;	xiv	Confirmation of arrangements for insurance cover in respect of all insurable risks;
xv	Review of the Council's and/or staff subscriptions to other bodies;	xv	Review of the Council's and/or staff subscriptions to other bodies;
xvi	Review of the Council's complaints procedure;	xvi	Review of the Council's complaints procedure;
xvii	Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);	xvii	Review of the schedule for reviewing the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
xviii	Review of the Council's policy for dealing with the press/media;	xviii	Review of the schedule to review the Council's policy for dealing with the press/media;
xix	Review of the Council's employment policies and procedures;	xix	Review of the schedule to review the Council's employment policies and procedures;
xx	Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.	xx	Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
xxi	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.	xxi	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

NOTE:

1. Previously council have amended Clause 3b, to include an extra day for issuing the agenda, by inserting "Saturday" in the clause mentioning dates that do not count. (Legally Saturday does count as a notice day) The Town Clerk would like the clause to revert back to the original version, but agrees that more notice is better for Councillors and the public. Staff will therefore make best endeavours to issue Agendas on Wednesdays, for meetings on the following Wednesday, (giving 5 clear working days notice in most cases rather than 3.) However, if something goes wrong, and we slip a day, the meeting will still legally be able to go ahead.

The updated NALC VERSION in this link has been highlighted:

- RED with changes suggested by the Town Clerk
- BLUE with new wording from NALC.

COUNCILLORS TO DECIDE IF THE REVISED VERSION CAN BE ACCEPTED.