

Highworth



Town Council

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10.

POLICY WORKING PARTY MEETING 7 July 2020

In attendance: Councillor K Smith
Councillor K Saunders

Zoom Host/
Assistant Town Clerk: Deanne Rose

1. APOLOGIES

None.

2. MINUTES OF PREVIOUS MEETING

The Minutes from the Meeting held on 2 July 2020 were accepted.

3. NALC MODEL STANDING ORDERS

As support for Parish Councils from Swindon Borough Council (SBC) Legal Department is now less, the Policies Committee Recommends that Highworth Town Council (HTC) separate the 3 documents and Adopt the NALC Model Standing Orders, NALC Code of Conduct and use the Local Government Association Chairing Skills - Councillor Workbook as an advisory document.

The following adjustments have been made to the NALC Model Standing Orders.

Paragraph	Amendment
3f	10 minutes
3g	5 minutes

3i	A person shall raise his/her hand when requesting to speak
3o/3p	Delete 'if there is one'
3x	2
4v	3
5e	Delete 'if there is one'
6d	To be the same as 6b
8a	5
9b/9d	5
13G	Delete last statement after OR
15ii	3
15xv	Refer etc. 'Chairman of Planning Committee'
19	Delete and amend to No.51 in current Adopted Standing Orders
23	HTC do have a seal

The NALC Model Standing Orders covers all but 5 paragraphs of the council's current standing orders, these are to be an addition to the NALC Model Standing Orders.

29 32 37 38 40

All amendments will be shown on track changes for ease of reference as and when NALC made recommended changes.

4. ANY OTHER BUSINESS

- a. NALC Model Financial Regulations are to be an agenda item on the next meeting.
- b. Councillor K Saunders is to email DR with the Tree Policy.

5. DATE FOR THE NEXT MEETING

To be confirmed

Meeting Closed 10:55am

Action Points

- DR to update documents and send to Councillors prior to the GP&F Meeting on 14 July 2020
- Councillor K Saunders to circulate Tree Policy