

**To consider an amendment to Standing Orders and consider any actions.**

**Report to:** P&F

**Date of Report:** 3.07.25

**Officer Writing the Report:** Office Manager / Assistant to the Town Clerk

**Officers Recommendations**

To approve the amendment to the Town Council's Standing Orders:

**Section 3: Meetings Generally**

1. All external and internal reports intended for inclusion on a Town Council agenda must be submitted to the Town Clerk no later than three clear working days prior to the publication and circulation of the agenda. This deadline allows adequate time for review, revision, and clarification by officers and Councillors to allow sufficient time for reflection and formed decisions at the relevant Town Council meeting.
2. Where time permits, the Town Clerk may consider reports submitted after the publication of the agenda. However, the Town Council cannot guarantee that such reports will be included or received at the meeting. This could lead to deferral of items.

**Section 3.23:**

3. The quorum level for all executive committees, including Full Council, Services, Policy and Finance, and Planning and Licensing, shall be reduced from seven to six in line with the legislation (meetings cannot proceed unless at least one-third of the total number of councillors are present, with a minimum quorum of three members, regardless of council size).

## **Report Summary**

To improve operational efficiency and enhance the quality of decision-making, internal procedures have introduced a formal deadline for the submission of reports. This measure has proven effective, ensuring that officers and members have adequate time to receive, review, and raise any questions in advance of meetings. As a result, the clarity, accuracy, and robustness of reports presented to the Council have significantly improved.

Timely receipt of reports also supports transparency and public engagement, allowing members of the public sufficient opportunity to review documents and submit questions where appropriate.

Members are also asked to consider Standing Order 3.23 to state that no business may be transacted at a Town Council meeting unless at least six Members of the Town Council are present, to reflect the statutory requirement.

## **Signature of Officer:**

Office Manager / Assistant to the Town Clerk