

Helsby Parish Council

Minutes of the Standing Orders Committee meeting held at 7pm on Monday, 25th November 19 in the Committee Room

Present:

Cllr. Sarah Temple – Chairman
Cllr. Stuart Hulse – Vice Chairman
Cllr. Andy MacPherson
Cllr. Sam Johnson

1. Election of Chairman. Proposed by Cllr. Johnson, seconded by Cllr. MacPherson and **RESOLVED – that Cllr. Temple be elected as Chairman of the Standing Orders Committee – SO01/19.**
2. Election of Vice-Chairman. Proposed by Cllr. Temple, seconded by Cllr. Johnson and **RESOLVED – that Cllr. Hulse be elected as Vice-Chairman of the Standing Orders Committee – SO02/19.**
3. Apologies for absence – received and accepted from Cllr. Duffy.
4. Disclosable interests – none reported.
5. Minutes of the previous meeting. Proposed by Cllr. Temple, seconded by Cllr. Hulse and **RESOLVED – that the minutes of the Standing Orders Committee meeting held on 26th November 2018 be accepted as an accurate record and duly signed by the Chairman – SO03/19.**
6. Matters arising from the previous meeting – no matters reported.
7. Review of the Code of Conduct in line with the changes to Cheshire West and Chester Council 'Code of Conduct' adopted on 10th December 2015. The Clerk reviewed both the Parish Council's Code of Conduct, adopted on 13th August 2012, and CWACs for the sake of comparison and made the draft changes which the committee members worked through. Proposed by Cllr. Johnson, seconded by Cllr. MacPherson and **RESOLVED – that the Parish Council be RECOMMENDED that the amendments to Code of Conduct, as set out in the attached document, should be accepted – SO04/19.**
8. Review of Standing Orders. Although ChALC confirmed no changes to the NALC Model, the committee worked through the document. Proposed by Cllr. Hulse, seconded by Cllr. MacPherson and **RESOLVED – that the Parish Council be RECOMMENDED to accept the following changes to the existing Standing Orders – SO05/19: -**

Page 4

Item 25 i) 3rd line. Amend 'withdraw' to 'withdrawal'

Page 5

Item 27 a). Change date to read '11th December 2019'

Page 8

Item 48 and 48. Change date to read '2019'.

Item 53. Remove 'tenders' and replace with 'quotations'

Page 10

Item 63 a) 1st line. Insert 'the PO' in between 'Clerk),' and 'will'

Page 11

Item 66. 3rd line. Remove ' July 2012', insert '2015'. Remove '13th August 2012' and replace with '11th December 2019'

Page 13

Duties Item 1). Insert 'i) BGS Geoenergy Observatory'

Page 14

Duties Item 2) Add 'excluding the area leased by commercial tenants'

Duties Item 7) Remove 'tenders' and replace with 'quotations'

Powers – Item 7) as above

Page 18

Item 5 b) add 'and surgery dates/rota'

Page 19

Item 6. Insert 'd) The Clerk will update the Roles & Responsibilities of Councillors annually following the Annual Meeting of the Parish Council'

Page 20

Item 1 b) 3rd line. Remove 'one or more new houses' and insert 'a site with multiple dwellings'

5th line. Insert 'single new dwellings' in between 'include' and 'property'

Page 22

Item 4 a) 4th line. Remove 'including at Helsby Parish Council office'

9. Review of Publication Scheme. ChALC confirmed that there were no changes to Section 20 of the Freedom of Information Act 2000. Proposed by Cllr. Hulse, seconded by Cllr. MacPherson and **RESOLVED that the Parish Council be RECOMMENDED to accept the following changes to the existing Publication Scheme – SO06/19: -**

Page 5

3rd row of table, middle column. 3rd line. Remove 'website'

Add row in table to include 'Business Plan 2018/2023' 'Hard copy/website' 'Yes/No'

Table at foot of page. Remove 'tender(s)' from text and replace with 'quotation(s)'

Page 7

Top row of table, left column. Remove '2012' replace with '2019'

10. Date of the next meeting – tba

The meeting closed at 7.55pm

Chairman's signature..... Dated.....