

Agenda Item 8

Proposed Changes to the Existing Standing Orders Adopted 1st June 2005

1. **Meetings section (b):** Delete this clause, as smoking is now illegal in all public buildings in England.
6. **Quorum of the Council:** This to be increased in line with committee's to 50% of the Council.
33. **Disorderly Conduct section (a):** Insert New Model Code of Conduct adopted 23rd May 2007.
40. **Expenditure:** Cheques to be signed by two Councillors and the Clerk.
- 57 **Interests (England):** If a Member has a personal interest as defined in the Code of Conduct adopted by the Council on the 23rd May 2007 then he/she shall declare such interest as it becomes apparent , disclosing the existence and the nature of that interest as required. If the interest is a 'public service' interest this need not be declared unless and until the Member speaks on the item.
A Member with a personal interest may speak and vote on the item.
58. **Interests (England):** If a Member who has declared a personal interest then considers the interest to be prejudicial, he/she may speak at the start of the item but must leave the room before any discussion or vote on it. If he/she does not wish to speak he/she must leave the room at the start of the item.
77. **Financial Matters (1e):** Change the estimated contract value from £50,000 to £100,000.
Financial Matters (2): Change estimated value from in excess of £50,000 to in excess of £100.000.

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Terms of Reference Best Kept Garden Committee

1. **Composition of the Committee:** The Committee shall comprise of at least 5 Elected Councillors and whomever the Committee should co-opt up to a maximum of five.
2. **Meetings:** The Committee shall meet as required with all meetings advertised on the Council notice board.
3. **Admittance to Meetings:** All meetings will be open to the public and press.
4. **Chairmanship:** The Chairman to be elected at the first meeting after the Councils Annual meeting in May.
5. **Voting Rights:** All members elected or co-opted to have voting rights¹.
6. **Quorum:** A quorum must consist of at least 50% of the voting members.
7. **Powers:** The Committee shall have the power to organise the annual Best Kept Garden Competition, judging and presentation night including all necessary publicity in the name of Barrowford Parish council.
8. **Spending Powers:** The Committee may spend at their discretion any budgeted amount set aside by the full council for the purpose of organising and running the Best Kept Garden Competition.

1. LG&HA1989,s13 and Parish & Community Councils (committee's) Regs. 1990 SI 1990/2476 Which state that non members may have voting rights when the Committee has tourism functions or involves the management of a festival.

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Terms of Reference for the General Purpose committee

1. **Composition of the Committee:** The Committee shall consist of all Councillors and may co-opt non-members to advise or assist with specific tasks.
2. **Meetings:** The General Purpose Committee shall meet on the first Wednesday of the month at least 9 months per year.
3. **Admittance to Meetings:** All meetings will be open to the public and press.
4. **Chairmanship:** The Chairman and Vice Chairman to be elected at the first meeting after the Councils Annual meeting in May.
5. **Voting Rights:** All elected members have full voting rights, co-optee's may propose or second a proposal but may not vote on the proposal.
6. **Quorum:** A quorum must consist of at least 50% of the voting members.
7. **Powers:** The Committee has the power to:
 - (a) Oversee and organise all the Councils work programmes and special projects as agreed at the full Council by Resolution.
 - (b) Make recommendations to the full Council regarding village projects and other future works programmes.
 - (c) Oversee the management of the Councils allotments.
 - (d) Oversee refurbishment and repair programmes on allotments sites.
 - (e) Review Council policy when necessary regarding rents and other charges and report back to the full Council with recommendations.
 - (f) Review planning applications and make comment to the Local Authority as necessary.
8. **Spending Powers:**
 - (a) The Committee may facilitate and oversee the spending of all budget headings within allotments, works and projects approved for in the Councils budget.
 - (b) The Committee may facilitate and oversee the spending any other amounts set aside or budgeted by Resolution of the full Council during the financial year.

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Terms of Reference for the Administration and Finance Review Working Group

1. **Composition of the Working Group:** The working group will consist of:
 - (a) The Chairman of the Council
 - (b) Chairman of the General Purpose Committee
 - (c) Three Councillors selected at the Annual Meeting of the Council
 - (d) Clerk of the Council in an advisory capacity.
2. **Meetings:** The Working Group shall meet as required meetings to be convened by the Chairman of the Council.
3. **Chairmanship:** The Chairman of the Council shall chair the meetings, in his/her absence the Chairman of the General Purposes Committee shall chair the meeting.
4. **Voting Rights:** All elected members have full voting rights.
5. **Powers:** The Working Group is an advisory body only.
6. **Function of the Working Group:**
 - (a) To review the current year's budget trends and draft a proposed budget with that proposal being ready for submission to the November meeting of the full Council.
 - (b) To annually review of Standing Orders of the Council.
 - (c) To annually review the Financial Regulations of the Council.
 - (d) To annually review the Risk Assessment undertaken by the Council including the provision of adequate insurance cover.