Minutes of the Standing Orders Sub-Committee

held at the Town Hall, Milford Haven

on Monday, 29th January, 2018 at 5:30 pm

PRESENT

The Mayor (Councillor C. A. Sharp)

The Deputy Mayor (Councillor R. D. Gray)

Councillors D. R. Sinnett (Chairman, Finance and General Purposes Committee)

 W. D. Elliott BA QTS (Vice-Chairman, Finance and General Purposes Committee)

227. APOLOGIES:

Apologies for absence were received from the Chairman of the Public Works and Planning Committee, Councillor M. P. Rickard, and the Vice-Chairman of the Public Works and Planning Committee, Councillor Mrs. C. T. Williams.

228. REVIEW OF STANDING ORDERS:

 Members went through Standing Orders page by page and made minor amendments where necessary.

 RESOLVED THAT, as well as the minor amendments, the following additions/amendments be made to this Council’s Standing Orders:

 (i) 2. Ordinary Council Meetings –

 *2(m)(i) – “An item – Declarations of Interest be inserted on every Agenda after Apologies for Absence”.*

 (ii) 4. Motions Requiring Written Notice – the following Standing Order be removed -

 *4(h) – “If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chairman, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved”.*

 (iii) 16. Committees –

 *Standing Order 16 (a)(v) be amended to read “every Committee may appoint Working Groups or Task and Finish Groups”.*

 (iv) 17. Sub-Committees – the following Standing Order be removed:

 *17(a) – “Unless there is a Council resolution to the contrary, every Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by resolution of the Committee”.*

(v) 21. Presence of Non-Members of Committees at Committee Meetings – the following be added under this heading:

 *21(c)(i) – “The Establishment Committee deals with HR issues and sensitive information and is therefore restricted to only invited Members. Confidential Minutes are circulated to Members following the meeting.*

 *21(c)(ii) - The membership of the Establishment Committee is as follows: the Mayor, Deputy Mayor, Immediate Past Mayor, Chairmen of the two Standing Committees and two Members of the Council on an alphabetical basis – one from the beginning of the alphabet and one from the end of the alphabet;*

 *21(c)(iii) -in order to ensure the highest possible attendance at the Establishment Committee, Members of the Council are to be encouraged to ensure that if they are aware that they are unable to attend the Establishment Committee Meeting, to give their apologies at the earliest possible opportunity so that the Clerk can arrange for other Councillors to be present to ensure that the Committee can function effectively”.*

(vi) 28. Liaison with County Councillors – this to be amended as follows:

 *28(a) - “A notification and Agenda of all Full Council Meetings shall be sent to every County Councillor representing the electoral wards in the Milford Haven area;*

 *28(b) - On occasions as the Mayor sees fit, a County Councillor representing one of the electoral wards in the Milford Haven area can be allowed to address the Full Council;*

 *28(c) - On occasions where a County Councillor representing one of the electoral wards in the Milford Haven area wishes to address the Full Council, he/she may seek permission from the Mayor seven days prior to the Full Council meeting”.*

229. ALLOWANCES:

 (a) Councillor Allowances

 Members discussed the payment of Councillor allowances which had been made previously at the beginning of the Municipal Year. Mention was made of Councillors accepting the allowance and then leaving the Authority before the end of the Municipal Year.

 RESOLVED THAT the following is to be

 added to this Council’s Financial Regulations:

 (i) the £150 Councillor allowance for each

 Councillor in 2018/2019 will be paid at the first

 Full Council meeting held in March, 2019;

 (ii) in exceptional circumstances, a Member could

 approach the Clerk prior to that date to receive

 payment, at her discretion, of up to £150;

 (iii) if any Member does not wish to receive an

 allowance, they are to inform the Clerk they

 wish to opt out by the end of February, 2019;

 (iv) should any Councillor resign before payment

 is due in March, 2019, they will be entitled to

 a pro rata payment if they wish to accept it;

 (v) should any Councillor join the Council before

 payment is due in March, 2019, they will be

 entitled to a pro rata payment if they wish to

 accept it.

 (b) Mayor’s Allowance/Allowance for Civic Duties

 The Deputy Mayor, Councillor R. D. Gray, said that she would find it helpful to be advised of what her Mayor’s Allowance covered.

 The Mayor, Councillor C. A. Sharp, advised that he and his Consort had devised a spreadsheet illustrating the expenditure undertaken in his Mayoral role which he would be pleased to discuss with the Deputy Mayor.

 RESOLVED THAT the Mayor, Deputy Mayor and Clerk will meet to discuss this issue and report back to a Standing Orders Committee in March.

230. COMMUNITY REPORT:

 Members discussed the Community Report which had been referred from the Full Council Meeting held on 13th November, 2017.

 A Member said that if a Councillor is involved in an issue which relates to the whole of the town then that Councillor should bring it forward as an Agenda item.

 Members considered that the crucial point is what Councillors do corporately as a Council rather than as individual Councillors. This could be promoted through social media.

 It was RESOLVED THAT:

 (i) this issue is to be referred to the Social

 Media Group for further discussion on how

 to promote the Council as a whole;

 (ii) this will be referred to the next Standing

 Orders meeting.

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