

MILFORD HAVEN TOWN COUNCIL

Minutes of the
Standing Orders Sub-Committee
held at the Town Hall, Milford Haven
on Thursday 3rd November at 1:00pm

PRESENT

The Mayor and Chair (Councillor Miss K. F. Gray)

Councillors: W. D. Elliott BA QTS (Chair of the Finance, Governance and Projects Committee)
B. Phillips (Chair of the Planning, Policy and Community Committee)

E. A. Davies DipSM FJOIFF (Vice Chair of the Finance, Governance and Projects Committee)

Mrs B. J. Fitzgerald, Town Clerk
Miss F. K. Galliford, Secretary

164. APOLOGIES

Apologies for absence were received from the Deputy Mayor, Councillor Mrs C. Stevens who is on holiday. No apologies were received from Councillor D. R. Sinnett.

165. TO REVIEW THIS COUNCIL'S STANDING ORDERS

1. MEETINGS

1(e). *A Councillors raise his/her hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.*

- This resolution must be enforced as this protocol is lapsing with people not standing or raising hands before speaking.

1(p). *If prior to a meeting, a Councillor has submitted reasons for his/her absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the Minutes of the meeting at which the approval was given.*

- The reasons for absence from meetings are not currently being recorded in the minutes. The reasons will be recorded in future.

2. ORDINARY COUNCIL MEETINGS

2(m). *After the first business has been completed, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows:*

(vi) *To answer questions from Councillors.*

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RESOLVED THAT: *"To answer questions from the public – 10 minutes maximum"* be added as a new (vii).

FURTHER RESOLVED THAT:

- (a) the Standing Orders next be reviewed in November 2023;
 - (b) the above matters be enforced at future Meetings;
 - (c) the later resolutions follow in numerical order.
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