

# MILFORD HAVEN TOWN COUNCIL

Minutes of the Meeting of the Standing Orders Sub-Committee  
held at Cemetery Lodge, Thornton Cemetery, Milford Haven  
on Wednesday, 12<sup>th</sup> July, 2023 at 11am

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## PRESENT

The Mayor (Councillor Mrs C. Stevens)  
The Deputy Mayor (Councillor W. D. Elliott BA QTS)

Councillors: E. A. Davies DipSM FJOIFF  
(Chair of the Finance, Governance and Projects Committee)  
B. Phillips  
(Chair of the Planning, Policy and Community Committee)

Miss K. F. Gray  
(Vice Chair of the Finance, Governance and Projects Committee)

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

The Mayor, Councillor Mrs C. Stevens, welcomed Members to the Meeting of the Standing Orders Sub-Committee.

### 90. APOLOGIES:

No apologies were received. Councillor D. R. Sinnett (Vice Chair of the Planning, Policy and Community Committee) did not attend the meeting.

### 91. TO REVIEW THIS COUNCIL'S STANDING ORDERS:

Councillor E. A. Davies DipSM FJOIFF commented that the Standing Orders was more of a reference document and was heavy to read.

Councillor W. D. Elliott BA QTS explained that the purpose of this meeting was to compare the existing standing orders with the new updated Model Standing Orders circulated by One Voice Wales. The document was examined for differences to make the document suitable for use by Milford Haven Town Council.

Comments received were that protocol has been a bit lax with concerns on suitable dress code for those attending meetings and for any representation to the public. It is suggested that at an opening of a meeting whilst announcing the entrance of the Mayor: 'Please be upstanding, if able, for the Mayor of Milford Haven' be used. A Councillor addressing either the Mayor or Chair is to stand (if able).

Concern was also raised on Members being invited to attend an event outside of their ward. As a courtesy it would be encouraged to ask permission of the Councillor(s) of whose ward it is via the Mayor or Deputy Mayor. Councillor name badges must be worn for meetings and events. It was requested that Index 27 be added to the Councillor Protocol – Councillor Dress.

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Under Item 1 – Rules of Debate at Meetings – no issues were raised.

Item 9 – Disorderly Conduct – (d) to be added ‘When Mayor or Chair stands, all councillors are to stop discussions.’

It was **RESOLVED THAT:** the Model Standing Orders be amended to suit Milford Haven Town Council.

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