

# MILFORD HAVEN TOWN COUNCIL

Minutes of a Meeting of the Standing Orders Sub Committee  
held at the Sea Cadets Milford Haven Unit,  
Havens Head Business Park, Milford Haven  
on Monday, 29<sup>th</sup> April, 2024 at 5pm

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## PRESENT

The Mayor (Councillor Mrs C. Stevens)  
The Mayor Elect (Councillor W. D. Elliott BA QTS)  
The Deputy Mayor Elect and Chair of Finance, Governance and Projects Committee  
(Councillor E. A. Davies DipSM FJOIFF)

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

N. Harteveld (Observer)  
G. Woodham MBA (Open) LL.B (Hons) (Observer)

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

The Mayor Elect, Councillor W. D. Elliott BA QTS, welcomed Members to the Meeting of the Standing Orders Sub-Committee.

### 392. APOLOGIES:

Apologies for absence were received from Councillor M. Woodward (Chair of the Planning, Policy and Community Committee).

Apologies for absence were not received from Councillor D. R. Sinnett (Vice Chair of the Planning, Policy and Community Committee).

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

*Standing Order 26 - Standing Orders Generally (b)* – A motion to add to or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least **(6)** Councillors to be given to the Proper Officer in accordance with Standing Order 9.

It was **RECOMMENDED THAT:** that 6 Councillors are required to add, vary or revoke Council's Standing Orders.

Councillor Harteveld, who was present in an observational capacity, left the Meeting at 5:08 pm.

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## 394. GRANTING THE FREEDOM OF MILFORD HAVEN MISSION STATEMENT:

The Mayor Elect explained the reasoning behind the Freedom of Milford Haven. The Mayor would make a nomination of an organisation which would then be put to Council to agree the nomination.

If agreement is made an organisation would be granted the Freedom of Milford Haven. A scroll with a seal would be given to the organisation chosen to receive this honour.

For future years a budget cost would be put into the precept in January.

It was discussed whether an outgoing Mayor should receive a gift such as a scroll or pin to honour their time as Mayor. The Clerk is to contact an insignia company for some prices. The Clerk is also to ask for costs for a chain for the Deputy Mayor's badge of office.

It was **RECOMMENDED THAT:** the granting of the Freedom of Milford Haven Mission Statement be accepted and added to the Town Council's Standing Orders.

Councillor G. Woodham MBA (Open) LL.B (Hons) joined the Meeting in an observational capacity at 5:18 pm.

## 395. MAYOR AND FIRST CITIZEN OF MILFORD HAVEN ROLE DESCRIPTOR:

The role descriptor was accepted along with a suggestion that a Councillor serves a minimum term of two years before being able to apply for the role of Deputy Mayor.

A discussion took place on new Councillors, where it was agreed that an induction and information pack is necessary. Any new Councillor must complete the Councillor Code of Conduct within six months of being in the role.

It was **RECOMMENDED THAT:** the Mayor and First Citizen of Milford Haven role descriptor be accepted and added to the Town Council's Standing Orders.