

## **Char Valley Parish Council – May 2015**

### **Review of Standing Orders**

#### **Proposed terms of reference and approach**

##### **1. Purpose of review**

- 1.1 Parish councils are required by law to make certain basic provisions for the conduct of meetings and decision making. The current standing orders have been in place since 2013. Although a relatively short period of time has elapsed since then it is felt by both the current Chairman and Clerk that a review would be beneficial to ensure that the Council continues to work in an optimal and well organised way and complies with current legislation affecting local councils.
- 1.2 Councils are also required by law to have Financial Regulations which set out how council finances are to be managed. Although there are model Financial Regulations on file these have not been “branded” as in use by the Char Valley PC and may not have been formally adopted.

##### **2. Terms of reference – what will be included in the review**

- 2.1 Standing orders
- 2.2 Financial Regulations
- 2.3 Any ancillary procedures or processes related to Parish Council meetings

##### **3. Approach**

- 3.1 A complete review, line by line, of the council’s current standing orders to ensure that they are consistent with good practice models and meet the current needs of the Parish Council.
- 3.2 This will be done by comparing them to the latest NALC model standing orders and those of at least one other Parish Council of a similar size of Char Valley, with a national accreditation of quality/quality gold status or the equivalent in the previous scheme.
- 3.3 Any repetition, unnecessary complexities, etc. will be highlighted for potential amendment or removal.
- 3.4 The review will examine the latest NALC’s model financial regulations and any propose any modifications to make them more relevant to CVPC.
- 3.5 It is proposed that the review will be carried out as speedily as possible. The Clerk will undertake all of the necessary work and will consult, by email, with a reference Group consisting of the Char, Vice-Chair and two other councillors to be nominated by the council. The final proposals will be considered and approved by the Council.

##### **4. Recommendations**

- 4.1 **The Council adopts the approach outlined above.**
- 4.2 **A reference group of four councillors is agreed as a sounding board for developing proposals.**

J West

Clerk

1 May 2015