

**Honiton Town Council
Policy Committee**

Minutes of the meeting of the Policy Committee held at the Town Council Offices, The
Beehive, Dowell Street, Honiton on Monday 27th February 2017

Members present**St Michael's Ward**

Cllr Ashley Delasalle
Cllr Sheila Edwards (Chairman)
Cllr David Perkins
Cllr John Taylor
Cllr John Zarczynski

St Paul's Ward**In Attendance**

Cllr Henry Brown
Cllr Roy Coombs
Cllr Ken Hopkins

Sarah Jenkins – Deputy Town Clerk

17/67 To receive apologies for absence

Cllr P Halse (P); Cllr Kolek (S); Cllr Wadsworth (P)

17/68 To receive declarations of interest and receipt of request for new DPI dispensations on items on the agenda

None received.

17/69 Confidential / exempt items

There were no items to be dealt with in this way.

17/70 Public Question Time on items on the agenda

The Deputy Town Clerk confirmed that there were no public questions.

Part A matters for decisions**17/71 To review the Standing Orders and specifically to identify items within the Standing Orders requiring revision. Such items to be considered over the next three months and a report prepared with recommendations for the Town Council**

The Chairman advised that the work on reviewing Standing Orders which had been started by a previous working group, would be incorporated in to the review by the Policy Committee.

A copy of the advice from DALC was tabled at the meeting. The advice confirmed that no one councillor is able to make decisions on behalf of the council, so that the use of the word 'powers' is not appropriate. No one councillor can be the line manager to staff in the sense that they cannot make decisions on behalf of the council. Staff work to decisions made by the council as a body corporate with the Clerk reporting to the Employment Committee.

In response to a question from Cllr Zarczynski, it was agreed that the role and responsibilities of the Mayor and Deputy Mayor be clarified as advised by the SWAP report.

The Chairman proposed that the Model Standing Orders be adopted as the basis for the review as they provided clarity in the order and wording which was lacking in the Town Council's current Standing Orders. This was agreed. The current Standing Orders would be checked against the Model Standing Orders to ensure that all provisions were included.

The review commenced with the following sections:

1. Rules of debate at meetings
2. Disorderly conduct at meetings
3. Meetings generally

The provisions in these sections were reviewed and checked. Amendments to be proposed to the Town Council were agreed.

Cllr Brown left the meeting at 8.20pm

Cllr Hopkins left the meeting at 9.00pm

It was agreed that amendments to be proposed would be put to the Town Council once the review was completed, or on a quarterly basis should the review take longer than three months.

17/72 To close the meeting

The meeting was closed at 9.05pm.