

## Standing Orders

The Standing Orders have been reviewed using the NALC Model Standing Orders, as recommended by the Internal Auditor.

Resolutions within the Council's current Standing Orders that are specific to Newbury Town Council have been transferred across into the reviewed Standing Orders, that follow.

These Standing Orders are recommended to Council by the Audit Working Group.

One matter that has arisen since the Audit Working Group meeting, is the matter of whether the public and members can speak on any matter in a meeting, or only on items on the agenda. The NALC Model Standing Orders recommend that members of the public may only speak within the public session at a meeting, on matters that are on the agenda. Whereas the current Standing Orders state that members of the public may speak on any matter. The same applies to Members.

The reason NALC suggest the public session within a meeting is restricted to agenda items, is specifically to enable the Council to hear public questions and comments on agenda items prior to its own discussion and vote. Arguably, if a member of the public has a question or comment on a general matter, they may write to the Council and/or speak with a Councillor at a Saturday Morning Surgery.

Discussing this with the CEO, we felt it would be helpful to bring this to the attention of the P&R Committee, for its consideration.

Within the Standing Orders that follow, you will find the NALC recommendation within 3.10 and the NTC current practice within 7.2.5 and 7.2.6. We will amend this to the Committee's recommendation prior to the Standing Orders being forwarded to Full Council.

*3.10 Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.*

*7.2.5. Members of the public who live or work in Newbury shall have the right to ask questions on any matter concerning the business of the Council or the Committee for 20 minutes of any meeting at the discretion of the Chair of that meeting. Questions relating to personal business are not appropriate and should be dealt with by the Council's officers.  
Questions not answered within that period will receive a written reply. In such cases, the Chair of the meeting will invite the member of the public, if present at the meeting, to ask the question, as submitted.*

*7.2.6 Members may ask the Chair or the Chief Executive or the Committee Clerk any questions concerning the business of the Council or the Committee.*