

5th May 2025



To Members of Council

You are hereby summoned to the ANNUAL MEETING OF THE COUNCIL to be held on **Monday, 12th May 2025 at 7.30pm** at Congregational Church Hall, Bedford Street, Stroud, GL5 1AY to conduct the following business.

Helen Bojaniwska
Town Clerk

AGENDA

1. To elect a Mayor for the year 2025/26
2. To receive the Mayor's declaration of acceptance of office
3. To elect a Deputy Mayor for the year 2025/26
4. To receive the Deputy Mayor's declaration of acceptance of office
5. To receive apologies for absence
6. To receive declarations of interest or requests for dispensations
7. To co-opt a councillor for Uplands ward
8. To receive the new councillor's declaration of acceptance of office
9. To receive any additional declarations of interest or requests for dispensations
10. To approve the minutes of the meeting of 28th April previously circulated
11. To receive the Mayor's remarks
12. To receive questions from members of the public
13. To receive the Clerk's report (for information only)
14. To review the delegation arrangements to committees and working groups
15. To appoint members to Committees and for those committees to elect Chairs and Vice Chairs:
 - Consultations and Highways
 - Environment
 - Community
 - Personnel
 - Finance and Policy
16. To appoint members to working groups and steering groups:
 - Regeneration
 - Programme Strategy Working Groups
 - Public Realm & Green Spaces
 - Community Development
 - Participation & Inclusion
 - Relocation Working Group
 - Local Government Reorganisation
 - Health and Safety

17. To appoint members as representatives on external bodies (list attached) and agree arrangements for reporting back
18. To allocate specialist interests to individual councillors (list attached)
19. To appoint four councillors, each to undertake, at the end of each quarter, a review of internal controls as required by Financial Regulations
20. To review Standing Orders
21. To review the Council's inventory of land and other assets
22. To review the council's and/or staff subscriptions to other bodies
23. To review of the Council's complaints procedure
24. To review the Council's expenditure under the General Power of Competence
25. To review the bank mandate and list of card holders for all council bank accounts
26. To receive a report on annual tasks not already covered on the agenda
27. To consider submitting a motion to the AGM of GAPTC
28. To resolve in view of the confidential business to be discussed to exclude the press and public from the remainder of the meeting
29. To receive a verbal update on a legal matter

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, faith, marital status and disability); Crime and Disorder (Section 17); Health and Safety; and Human Rights.

CEO's report for Council 12/5/2025

Councillor Allowances update

Stroud District Council advised on 25 April 2025 that they have now drafted the timetable for the Review of Parish Councillor Allowances. The Independent Remuneration Panel will be convening on the 8 May to begin the review and approve the initial correspondence that will be sent to all Parish and Town Councils within the district inviting them to take part in the Review if they would like to.

The Review will be working to the following timetable:

Activity	Date
Invitation to councils to take part in the review and complete survey	Mon 12 May
Opportunity for councils/councillors to attend interviews with the IRP	June
Survey closes	Sunday 6 July
Panel review survey responses and evidence gathered	Monday 7 July – Monday 11 August
Opportunity for additional interviews with councils/councillors and the IRP	Tuesday 8 July - Monday 11 August
Panel prepare draft recommendations based on consultation findings	Tuesday 12 August - Tuesday 26 August
Circulate IRP Recommendations report to Parish and Town Councils	Monday 1 Sept

Councillors should note that as no budget was set for allowances for 2025-26, Council will need to review the Panel's decision and then include an appropriate amount in the 2026-27 budget.

Please could councillors let me know if they are interested in taking part in the interviews?

Town Meeting

I am very much looking forward to the Town Meeting and Awards presentations on Wednesday 21 May 2025. Although this is not a council meeting members are expected to attend.

More information at: [Town Meeting & Annual Awards 2025 Tickets, Wed 21 May 2025 at 19:30 | Eventbrite](#)

Local Plan update

Stroud District Council has received a formal response to its most recent submission regarding the ongoing Local Plan Examination. The letter was received 24 April 2025 but could not be published until 6 May 2025 due to restrictions under election guidance.

The council is currently reviewing the contents of the [inspectors' response](#), which concludes that:

“... we still consider that withdrawal of the Stroud District Local Plan Review from Examination is the most appropriate way forward”.

Helen Bojaniwska FSLCC, CEO (Town Clerk)
5th May 2025

REVIEW OF DELEGATION ARRANGEMENTS

Recommendations

- Approve changes to delegations as set out in Table 1 below.
- Request that the F&P Committee consider and report back on:
 - Financial delegations
 - Frequency of meetings
 - Representatives on outside bodies
 - Councillors' specialist interests

Table 1 Proposed changes to delegations

Area	Current delegation	Proposed change(s)	Reason
Committees	Personnel Committee	Increase membership from 3 to 5, including the Mayor	Recommended by Personnel Committee to increase capacity.
Programme	Programme Board	Add to Scheme of Delegation	Already approved
Programme	None	Creation of 3 new Programme & Strategy Steering Groups. Appoint 2 members to each group: <ul style="list-style-type: none"> • Public Realm & Green Spaces • Community Development • Participation & Inclusion 	To provide the Programme Board with advice, challenge and expertise from the community on the delivery of our programme strategy See attached report - Appendix 14a
Working Groups	Lansdown Hall Working Group	Dissolve the Working Group. Delegate to CEO ongoing support and liaison with staff and trustees.	Main refurbishment programme complete and Trust running the hall effectively.
Working Groups	Subscription Rooms Working Group	Dissolve the Working Group. Delegate to CEO ongoing support and liaison with staff and trustees.	The Trust are now well established and successfully running the venue.
Working Groups	Road Safety	Dissolve the Working Group. Strategic decision making transferred to Consultations & Highways Committee	Largely a Highways responsibility. Community engagement and project work can be managed by staff.
Working Groups	Office Working Group	Rename as: Relocation Working Group	To better represent the Group's role
Working Groups	Devolution Working Group	Rename as: Local Government Reorganisation Working Group	To better represent the Group's role

Appendix 14a

Formation of Programme & Strategy Steering Groups

From: Programme Manager

To: Stroud Town Council Annual Meeting, 12 May 2025

Requests

- Councillors to support the formation of steering groups and nominate two Councillors to participate in and support the delivery of each group.

Information

1. To support the delivery of our strategy, the Programme Manager is proposing that the Town Council convenes advisory steering groups based around each of our themes:
 - a. Public Realm & Green Spaces
 - b. Community Development
 - c. Participation & Inclusion
2. It is hoped that steering groups will be made up of 8 – 10 representatives of community groups and organisations who have a special interest or role to play in delivery of our work in each of these areas.
3. The immediate task of steering groups will be to:
 - a. review our programme themes and public consultation responses to refine our identification of needs and opportunities over the next five years.
 - b. to co-design a pipeline of project concepts which can support delivery of our objectives. This is expected to build shared ownership of STC projects with partners in the community: including those who may be open to collaborating in delivery and/or fundraising efforts.
4. Following this initial task, it is expected that steering groups will continue to operate and provide:
 - a. expertise and intelligence from community groups and individuals with lived experience who are on the 'frontline' of specific sets of issues enabling the Council to respond to changes in context or opportunity through the strategy period.
 - b. an informed feedback loop and stronger community accountability in the delivery of our programme, informing decision-making throughout the strategy period.

- c. a forum which fosters a stronger network of partner organisations and supports collaboration both between participants and with the Council.
5. During the initial meetings of steering groups, participants will be invited to consider how they want to perform this function: for example considering meeting regularity and format (quarterly; bi-annually; or annually as part of an annual review process); how they want to receive and share information about our work; and how they can best share opportunities for collaboration or issues which are arising.
 6. It is expected that each steering group will include representatives of community organisations or individuals with lived experience relevant to their primary theme: however they will be invited to consider work across all three programme strands to avoid siloing and identify synergies or problems in different areas. In each area, we will aim for a membership which reflects a diversity of relevant perspectives / work areas and key partner organisations who are essential to our delivery.
 7. An indicative / example set of members is suggested below for each theme: however officers will explore participation further with nominated Councillors and potential participants as a next step:

Public Realm & Green Spaces	Stroud Valleys Project; Chamber of Commerce; Stroud Valleys Arts; Stroud Preservation Trust; Stroud Artists Cooperative; District / County Council officers
Community Development	Go Volunteer Glos; St Laurences Church; NoSH / Community Hubs; Open House
Participation & Inclusion	Allsorts; Inclusion Glos; Creative Sustainability; Stroud Youth Assembly; HomeStart; Stroud Pride; Stroud Neurodiverse Universe; Stroud District Supports Refugees

Role of Councillors

8. Councillors can play an essential role in supporting the delivery of steering groups: making use of their convening power; providing political input to the advice of the groups; and using their own special interests and expertise to shape discussion.
9. Steering groups also provide Councillors with an opportunity to engage with and hear directly from key stakeholders around the Council's work: supporting them to provide democratic oversight of officers' work and to reflect these perspectives in committee and Council meetings.
10. Council is requested to consider nominating **two** Councillors to each steering group to work with the Programme Manager to form and deliver steering groups in the coming months and over the strategy period.

COMMITTEE AND OTHER ROLE APPOINTMENTS MAY 2025

Assumes that proposed changes to delegation arrangements in Item 14 are approved.
Changes highlighted for information.

Item 15

Principal Committees	Meetings per year	Number of seats	Quorum
Finance and Policy <i>Automatically includes the Mayor, Deputy Mayor and Chairs of other Principal Committees</i>	4	7*	4
Consultations & Highways	12	9 <i>Should include at least one member from each ward</i>	3
Environment	6	7	4
Community	4	7	4
Other Committees			
Personnel <i>(normally meets during working hours)</i>	Min 2	5	3

Item 16

Working Groups			
Regeneration <i>(normally meets during working hours)</i>	6	7	4
Local Government Reorganisation <i>(formerly Devolution WG)</i>	As required	5	3
Relocation <i>(formerly Office WG)</i>	As required	Flexible – currently 5	3
Health and Safety <i>(normally meets during working hours)</i>	Min 2	2 - representing Personnel and Environment Committees	n/a
NEW Programme Strategy Working Group: Public Realm & Green Spaces	As required	2	n/a
NEW Programme Strategy Working Group: Community Development	As required	2	n/a
NEW Programme Strategy Working Group: Participation & Inclusion	As required	2	n/a

Item 17

Representatives on outside bodies

Canals Consultative Group	
Cycling groups	
GAPTC	
Hospital League of Friends	
Stratford Park Management Group	
Community Safety Partnership	
Stroud and Tewkesbury Police Councillor Advocacy Scheme	

Item 18

Councillors' specialist interests

Allotments	
Business and economy	
Children, play, young people and families	
Equality and diversity	

Health and wellbeing (should be a member of Community Committee)	
Heritage	
Climate and Nature Emergency	

Item 19

Internal controls



Responsible for carrying out financial checks – 1 visit per person. Minimum 4 required	
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Stroud Town Council – Standing Orders

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1. RULES OF DEBATE AT MEETINGS
 - a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairperson of the meeting.
 - b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
 - c A motion on the agenda that is not moved by its proposer may be treated by the chairperson of the meeting as withdrawn.
 - d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
 - e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
 - f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
 - g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairperson of the meeting, is expressed in writing to the chairperson.
 - h A councillor may move an amendment to his or her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
 - i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairperson of the meeting.
 - j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairperson of the meeting.
 - k One or more amendments may be discussed together if the chairperson of the meeting considers this expedient but each amendment shall be voted upon separately.
 - l A councillor may not move more than one amendment to an original or substantive motion.
 - m The mover of an amendment has no right of reply at the end of debate on it.
 - n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
 - o Unless permitted by the chairperson of the meeting, a councillor may speak once in the debate on a motion except:

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- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he or she last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he or she considers has been breached or specify the other irregularity in the proceedings of the meeting he or she is concerned by.
- q A point of order shall be decided by the chairperson of the meeting and his or her decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his or her right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairperson of the meeting.

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2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairperson of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairperson of the meeting to moderate or improve their conduct, any councillor or the chairperson of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a ● **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.** Meetings of the Council shall normally be held on a Monday commencing at 7.30pm and closing by 10.00pm, in suitable, accessible premises in Stroud.
- b ● **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c ● **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d ●● **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e 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.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairperson of the meeting.

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- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairperson of the meeting may direct that a written or oral response be given.
- i A person shall raise his or her hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairperson of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his or her comments to the chairperson of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairperson of the meeting shall direct the order of speaking.
- l **●● Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **●● A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **●● The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **● Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in his or her absence be done by, to or before the Deputy Mayor of the Council.**
- p **● The Chairperson, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Deputy Chairperson of the Council (if there is one) if present, shall preside. If both the Chairperson and the Deputy Chairperson are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **●●● Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **●●● The chairperson of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his or her casting vote whether or not he or she gave an original vote.**

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See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairperson of the Council at the annual meeting of the Council.

s **• Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his or her vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

u **••• A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his or her right to participate and vote on that matter.**

v **• No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

w **••• If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

x A meeting shall not exceed a period of 2.5 hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a**

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sub-committee whose terms of reference and members shall be determined by the committee.

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 clear days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairperson of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairperson at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e The following Committees shall be the Standing Committees of the Council.

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They shall consist of the number of councillors indicated:

Principal Committees	Number	Quorum
Finance and Policy	7	4
Consultations and Highways	9 ideally to include at least one member from each ward	3
Environment	7	4
Community	7	4
Regeneration	7	4
Other Committees		
Personnel	35	23
Appeals	3	3

Commented [HB1]: Assumes increased to 5

The Regeneration committee will also include the following non-voting members appointed annually:

- Stroud District Council – 1 member
- Gloucestershire County Council – 1 Stroud division member
- Chamber – 1 representative
- Other relevant community groups and businesses – 1 representative each

The election of councillors to the Personnel and Appeals Committees shall be by nominations and then if necessary by election by a show of hands at the annual meeting.

The Mayor, Deputy Mayor and Chairs of the Consultations and Highways, Environment, Community and Regeneration Committee shall be full voting members of Finance and Policy Committee ex officio.

The election of councillors to fill the remaining places on the Finance and Policy Committee and all places on the Environment, Community, Regeneration and Consultations and Highways Committees shall be by the following procedure.

- i. No later than ten days before the annual meeting, except in an election year, the proper officer of the council shall invite every councillor to nominate themselves for a seat on at least one principal committees. Councillors may also nominate themselves for one seat on either the Personnel or Appeals Committee.
- ii. Each councillor must notify the proper officer of their nominations by 10am on the Thursday directly before the annual meeting.
- iii. Councillors who do not submit their nominations within this deadline will be placed on a committee with vacant positions at the discretion of the proper officer in consultation with the mayor.

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- iv. If there are more nominations than seats available for any committee, then the clerk shall prepare ballot papers for voting to take place at the annual meeting.
- v. At the agenda item for elections to committees at the annual meeting, the mayor shall issue the ballot papers and instruct each councillor that they can vote for a maximum of any:
nine councillors to be appointed to Consultations and Highways Committee; seven councillors to be appointed to the Environment Committee; seven councillors to be appointed to the Community Committee; seven councillors to be appointed to the Regeneration Committee, and
- vi. a maximum equal to the number of remaining vacancies, once ex officio appointments have been made, to be appointed to the Finance and Policy Committee.
- vii. After all ballot papers have been returned to the Mayor, the meeting shall be adjourned while the proper officer counts the votes, and resumed when the results are ready to be announced.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The Chairperson and Deputy Chairperson of Stroud Town Council shall be known as the Mayor and Deputy Mayor.
- f **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.**
- g **The Mayor, unless he or she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his or her successor is elected at the next annual meeting of the Council.**
- h **The Deputy Mayor of the Council, unless he or she resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council.**
- i **In an election year, if the current Mayor has not been re-elected as a member of the Council, he or she shall preside at the annual meeting until**

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a new Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.

- j **In an election year, if the current Mayor has been re-elected as a member of the Council, he or she shall preside at the annual meeting until a new Mayor has been elected. He or she may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.**
- k Following the election of the Mayor and Deputy Mayor of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of his or her acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

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- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairperson of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairperson of a committee [or a sub-committee] does not call an extraordinary meeting within 3 clear days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 12 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

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8. VOTING ON APPOINTMENTS

- a All voting on appointments will require an absolute majority of votes in the candidate's favour. Voting will be conducted by a secret ballot.
- b Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairperson of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 3 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention**

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policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairperson of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he or she shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairperson of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his or her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e ●●● **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

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13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council's code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**

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iii. it is otherwise appropriate to grant a dispensation.

- i. No member of the public, job applicant, elected member or employee shall receive less favourable treatment on the grounds of age, gender, race, faith, sexual orientation, marital status or disability.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) deputy clerk or (iii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an**

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extraordinary meeting of the Council convened by councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his/her withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Mayor, occasioned by a casual vacancy in his or her office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xv. refer a planning application received by the Council to the Chairperson or in his or her absence the Deputy Chairperson of the Consultations and Highways Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires

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consideration before the next ordinary meeting of Consultations committee;

- xvi. where there is insufficient time to call an extraordinary meeting in accordance with xv above, to prepare a response to the local planning authority in consultation with the Chairperson, Deputy Chairperson and once other member of the Consultations and Highways Committee (to be a ward member for the premises concerned)
- xvii. manage access to information about the Council via the publication scheme; and
- xviii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - ii. the Council's receipts and payments (or income and expenditure) for each quarter;
 - iii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iv. the balances held at the end of the quarter being reportedand which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to

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date for information; and

- ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,00030,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- d. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- b-e.

Commented [KM2]: As per NALC FR's 2024

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~~c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).~~

d.f. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

g. For contracts greater than £3,000 excluding VAT the CEO shall seek at least 3 fixed-price quotes;

h. where the value is between £500 and £3,000 excluding VAT, the CEO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

~~e.i. Where it is intended to enter into a contract for the supply of goods or services which exceed £8,000 (excluding VAT) in any financial year, at least three quotations/tenders must be obtained for evaluation by the committee entering into the expenditure.~~

f.i. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

a. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the**

Commented [HB4]: Financial delegations to be reviewed by F&P

Stroud Town Council Standing Orders DRAFT FOR approval 12th May 2025

Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

- b. Committees have delegated powers of expenditure for those items agreed at Council to form part of the Committee's annual budget.

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the Personnel committee OR the Appeals committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairperson of the Personnel committee if he or she is not available, the deputy chairperson of the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c. The chairperson of the Personnel committee or in his or her absence, the deputy chairperson shall upon a resolution conduct a review of the performance and annual appraisal of the work of ~~Town Clerk~~CEO and the ~~Town Clerk~~CEO with the Green Spaces Manager where appropriate, shall will ensure that -conduct a reviews of the performance and annual appraisals of other Council employees are completed by their line managers. The reviews and appraisal shall be reported in writing and are subject to approval any matters which require further approval will be by resolution discussed and approved by the Personnel committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the ~~Council's most senior member of staff~~CEO (or other members of staff) shall contact the chairperson of the Personnel committee or in his or her absence, the deputy chairperson of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by ~~the~~ a member of staff's ~~job title~~ relates to the chairperson or deputy chairperson of the Personnel committee, this shall be communicated to another member of the Personnel committee, which shall be reported back and progressed by resolution of the Personnel committee.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

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20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his or her personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as**

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witnesses.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- 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.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairperson of a meeting as to the application of standing orders at the meeting shall be final.

Stroud Town Council

Notes to the Accounts

31 March 2025

6 Fixed Assets

	2025	2024
	£	£
	Value	Value
At 31 March the following assets were held:		
<u>Freehold Land and Buildings</u>		
Thanet House London Road Stroud	277,711	277,711
Cemetery Storage Shed	5,491	5,491
Lansdown Hall	374,410	374,410
Stroud Subscription Rooms	1	1
Locking Hill	530,310	-
	<u>1,187,923</u>	<u>657,613</u>
<u>Vehicles and Equipment</u>		
Office Furniture & Equipment	20,290	16,694
Grounds Maintenance Equipment	53,834	53,834
Play Equipment	152,082	152,082
Electric Bicycle	2,868	2,868
Wildlife Cameras	408	408
Vehicles	38,707	38,707
Intruder Alarm System	1,938	1,938
Hearing Loop- IR System	6,703	6,703
Laser Speed Device	2,243	2,243
Electronic Sound Equipment	10,978	10,978
Fire & Security Alarm System	3,631	3,631
CCTV Locking Hill	2,996	-
CCTV Bank Gardens	3,380	-
	<u>300,058</u>	<u>290,086</u>
<u>Infrastructure Assets</u>		
Street Furniture	37,808	37,130
Christmas Lights	8,061	6,336
Bus Shelters (9)	4,092	4,084
Handrail	1,750	1,750
Park Gardens - Dry Stone Wall	4,000	4,000
Information Panels & Notice Boards	4,243	4,243
Salt & Grit Bins (12)	1,647	1,647
Defibrillators	4,536	4,536
Cemetery Fence & Gate	2,699	2,699
Depot Gates and Railings	2,296	-
Depot Storage Unit	1,817	-
	<u>72,949</u>	<u>66,425</u>

Stroud Town Council

Notes to the Accounts

31 March 2025

6 Fixed Assets (cont'd)

	2025	2024
	£	£
	Value	Value
<u>Community Assets</u>		
Allotments - Uplands	1	1
Allotments - Off Stratford Rd	1	1
Allotments - Summer Street	1	1
Allotments - Bisley Old Rd	1	1
Allotments - Spider Lane	1	1
Park Gardens	1	1
Daisy Bank	1	1
Uplands Playing Field	1	1
Swifts Hill Triangle	1	1
Old Chapel Drive	1	1
Land at Summer Crescent	1	1
Parliament St Burial Ground	1	1
Land For Lansdown Hall Extention	1	1
Stroud Cemetery	254	254
Bank Gardens	253	253
Sims Clock	253	253
Telephone Kiosk (3)	3	3
Amenity Space at Lower Street	6,000	6,000
Holy Trinity Pocket Park	18,000	18,000
Land off Cainscross Road	75,000	75,000
Land at The Leazes	1	1
	<hr/>	<hr/>
	99,777	99,777
	<hr/>	<hr/>
	1,660,707	1,113,901
	<hr/>	<hr/>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

7 Fixed Assets - Additions and Disposals

	2025	2024
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	530,310	-
Vehicles and Equipment	9,972	37,815
Infrastructure Assets	6,524	28,424
Community Assets	-	1
	<hr/>	<hr/>
	546,806	66,240
	<hr/>	<hr/>

Review of the Council's and/or staff subscriptions to other bodies

Recommendation: approve list below:

- GAPTC/NALC
- SLCC
- National Allotments Society
- National Federation of Cemetery Friends
- Mayors for Peace
- ICCM
- Rural Services Network

Stroud Town Council – Code of Practice for Complaints

Reviewed May 2025

1. Stroud Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or who visit the town. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this document sets out how you may complain to the council and how we will resolve your complaint.
2. This Code of Practice applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Code of Practice does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints about the conduct of councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council. If a complaint against a councillor is received by the council, it will be referred to in the first instance to the Monitoring Officer at Stroud District Council. This policy will only apply to complaints about councillors after they have been referred to and considered by the Monitoring Officer. If the Monitoring Officers refers a Code of Conduct complaint back to the Council it will then automatically be considered by a Complaints Committee as set out in sections 9 to 24 below.
 - 3.3. alleged financial irregularity. Local electors have a statutory right to object to a Council's audit of accounts (s.16 Audit Commission Act) by contacting the Council's auditors.
 - 3.4. alleged criminal activity should be reported to the police.
 - 3.5. complaints about Council decisions. The appropriate time for influencing Council decision making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in

advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

3.6. anonymous complaints which will be recorded but not responded to.

Procedure

4. Depending on the source, and content, each complaint is passed to an appropriate officer. Where a complaint is dispatched to multiple recipients, those recipients must swiftly decide amongst themselves who will be take responsibility for handling the complaint.
5. It is that officer's responsibility to establish further detail as required from all relevant sources, by all relevant means and report back findings as swiftly as possible to the complainant and seek the complainant's assurance that their complaint has been dealt with. If necessary, interim reports of progress and estimates of future timescales will be provided.
6. In general, the route of the complaint will be the route of response, i.e. e-mails will be responded to by e-mail, letter by letter.
7. Records of all complaints will be used to help us improve our performance and procedures in the future. Records will be kept in accordance with our Data Protection Policy.
8. The complainant has the option of escalating any complaint to the ~~Town Clerk~~CEO or the Mayor for further investigation and resolution if they are unsatisfied with the initial response.
9. If no other resolution can be found, the complaint will be brought to a Complaints Committee formed of three members of the Council, including the relevant Committee Chair where appropriate, for formal discussion and resolution.

Complaints Committee meeting procedures

Before the Meeting

10. The complainant will be asked to put in writing the details of their complaint to the Clerk-CEO (or the Mayor if complaint relates to the Clerk-CEO).
11. Receipt of the complaint will be acknowledged by the Clerk-CEO or Mayor and the complainant will be advised of the date when the Complaints Committee will hear the complaint.
12. The complainant will be invited to attend the meeting and to bring such representatives as they wish.
13. Seven working days prior to the meeting, the complainant and Council shall exchange any relevant documentation on which they wish to rely at the meeting.

At the meeting

14. The Complaints Committee will consider whether the circumstances of the meeting warrant the exclusion of the public and press. Any decision on a complaint shall be announced at the full council meeting in public.
15. The Chair of the Complaints Committee introduces everyone and explains the procedure.
16. Complainant (or representatives) outline grounds for complaint.
17. Members ask questions of complainant.
18. If relevant, Clerk-CEO or other appropriate officer, explains the Council's position.
19. Members ask questions of Clerk-CEO/officer.
20. Clerk-CEO/officer and complainant are offered opportunity of last words (in this order).
21. Clerk-CEO or other officer and complainant will be asked to leave the room while Complaints Committee considers whether or not the grounds for complaint have been made. (If a point of clarification is required, both parties are to be invited back).
22. Clerk-CEO or other officer and complainant return to hear decision or to be advised when a decision will be made.
23. Where no resolution can be agreed the Complaints Committee will endeavour to resolve the matter through a process of mediation. Where necessary the Council

will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

After the Meeting

24. Decision is confirmed in writing within seven working days, together with details of any action to be taken.

Policy on the management of unreasonable complaint behaviour

25. Stroud Town Council is committed to dealing with all complaints fairly and impartially. However, we recognise that sometime complaints can become unreasonable because of their nature or frequency.

26. The Council will be guided by the [“Guidance note on managing unreasonable complainant behaviour”](#) issued by the Local Government Ombudsman in determining whether complaints are unreasonable and what action to take.

27. Deceitful, abusive, offensive, threatening or other forms of unacceptable behaviour from complainants will not be tolerated. When it occurs, we will take proportionate action to protect the wellbeing of our staff and the integrity of our processes.

Date of next review: May 2026

GENERAL POWER OF COMPETENCE EXPENDITURE 2024-25

Items for which there is no other specific legal power permitting local councils to incur expenditure.

Payee	Item	Annual expenditure
Various	Community Support Fund grants	£13,200
Various	Small grants	£3,085
Various	Ward projects	£2,000
Various	Community Development expenses	£577
Various	Carbon reduction/biodiversity grants	£4,000
Somerset CC	Pollution monitoring	£800
Various	Road safety projects	£370
Down to Earth	Gardening Support SLA	£1,750
Allsorts	SLA	£3,000
Homestart	SLA	£3,000
Marah Trust	SLA	£5,000
Paganhill Community	SLA	£3,000
Cost of Living support	Grant	£4,215
Atkins	Golden Valley feasibility study	£13,844
	TOTAL	£57,841

BANK SIGNATORIES

Lloyds Bank

All are signatories and set up for online payments unless stated otherwise

Signatory	Action required
Adrian Oldman	
Lucas Schoemaker	Needs new card and reader
Geoffrey Andrews	
Mick Fealty	
Shyam Ananthan	
Dee Nolson	
Tony Davey	Cheques and in branch instructions only

Ideally 3 or 4 more signatories required to allow for holidays/absences.

Public Sector Deposit Fund

Signatory	Action required
Adrian Oldman	
Lucas Schoemaker	
Mick Fealty	
Shyam Ananthan	
Dee Nolson	
Tony Davey	
Correspondent	
Helen Bojaniwska	

No additional signatories required
Consider adding Liz Dowie as Correspondent?

Nationwide Building Society

4 new signatories required

Other actions to be completed as required by Standing Orders

Action	Recommendation
viii. Appointment of any new committees in accordance with standing order 4;	No new committees are recommended
ix. Review and adoption of appropriate standing orders and financial regulations;	A new version of the model Financial Regulations has just been released. Recommend that the Finance and Policy Committee review the new model and report back to Council.
x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.	None in place
xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>);	Recommend delegate to Finance and Policy Committee
xviii. Review of the Council's policy for dealing with the press/media;	Recommend delegate to Finance and Policy Committee
xix. Review of the Council's employment policies and procedures;	Completed by Personnel Committee
xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.	Already completed by Council at meeting on 9/12/2025

HB
6/5/2024



ANNUAL GENERAL MEETING

**Saturday, 12th July 2025 at 10.00am
Toddington Village Hall**

CALL FOR MOTIONS

This is an invitation to your Council to consider submitting a MOTION for possible debate at our Annual General Meeting

MOTIONS, as approved by your Council, should be emailed and must be received in this office by

Friday, 30th May 2025

Your motion will be considered by the GAPTC Executive Committee to become a 'proposal' to our AGM, where it must be presented by a Councillor from your Council (with a seconder from a different council present), debated and any action agreed.

Your topic for debate can be one affecting national or local policies, or the way GAPTC itself is run. If it relates to the work of NALC, it should not be one that NALC is already considering. Our Executive Committee's NALC representative will advise where necessary.

Gloucestershire Association of Parish and Town Councils
Cranham House, Falcon Close, Quedgeley
Gloucestershire GL2 4LY

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