



Policy and Finance Committee Meeting – 6th June 2022

To: Members of the Policy and Finance Committee:

Councillors Marriott (Chair), T Eales (Vice Chair), Alwahabi, Birch, G Eales, Connolly, Hallam, Hibbert, Holland-Delamere, Kilbride, Purser, Russell, Stevens, Tarasiewicz

Cc'd to all councillors for information

You are summoned to attend the meeting of the **Policy and Finance Committee** of Northampton Town Council to be held at 18.00 hrs on Monday 6th June 2022 in the Town Council Committee Room at Northampton Guildhall.

Public participation is welcomed in accordance with Standing Orders and the Council's Public Participation Policy

Stuart Carter
Town Clerk
31st May 2022

Guildhall
Northampton
NN1 1DE

A G E N D A

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. To authorise the Chair to sign the minutes of the last meeting and ask questions as to the progress of any item**
Minutes of the meeting held 25th April 2022 (not attached, sent out with Council agenda for 9th May 2022)
- 4. To receive the minutes of the Accounts Sub-Committee meetings for information, held 9th May 2022** (p 3 – p 9)
- 5. Annual Subscriptions Review**
Report attached (p 11)
- 6. To approve the direct debits and standing orders for 2022/23**
Report attached (p 13)
- 7. CCLA Public Sector Deposit Fund**

Report attached (p 15 – 16)

8. Development of Town Council Strategy

Report attached (p 17 – 18)

9. Standing Order Review

Report attached (p 19 – 20)

10. Investment Strategy/Policy

Verbal report to be given

11. Items for consideration on the next agenda

NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB-COMMITTEE
9th May 2022

Minutes of the meeting held on 9th May 2022 at 11:00
in the Committee Room of the Town Council Officers at the Northampton Guildhall

PRESENT: Councillors Marriott (Chair), Birch, Hibbert and, Purser

OFFICERS PRESENT: Mr S Carter (Town Clerk), Mrs C Maclellan (Finance Officer) and Miss F Barford (Democratic Services Officer)

53. APOLOGIES

There were no apologies submitted.

54. DECLARATIONS OF INTEREST

The were no declarations of interest made.

55. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 12th April 2022 were circulated within the agenda.

RESOLVED: That the Chair was authorised to sign the minutes as a true record from the previous meeting held on 12th April 2022.

56. REVENUE BUDGET 2022/23

The Town Clerk and Finance Officer presented Northampton Town Council's budget for financial year 2022/2023 and it was explained that expenditure looked like a high amount however, this was caused by pending Purchase Orders that needed to be invoiced. In response to a question posed by a Councillor, the Finance Officer explained the Council pay the accounting service in arrears and the system itself is paid monthly.

The Finance Officer made Councillors aware that individual event budget codes had been created to ensure expenditure on events can be monitored more thoroughly. In response to a question posed by a Councillor, the Finance Officer explained National Insurance and Pension contributions seemed low due to it been month 1 of the new financial year and the new officers are yet to be paid and therefore, looked as if we technically underspent. In response to another question the Finance Officer explained some IT costs and Hardware are accounted for differently, the software the Council licensed for example, Microshade, Horizon and the costs to host Councillors' emails is not considered hardware and the allocated expenditure was for the annual costs and has not exceeded allotted costs.

In response to a question raised by a Councillor, the Finance Officer explained if the Civic Budget was to exceed the assigned budget a valid reason would be required prior to any fund being utilised. The Chair stated that he would like greater oversight and consultation on spends beyond those that were agreed especially on the civic side which was noted. The Finance Officer informed attendees that the first precept of the financial year had been received. In response to a question raised, the Town Clerk explained Northampton Town Council had yet to receive the transfer of funds for the Events Asset from West Northamptonshire Council to the Town Council however, this had been discussed with the appropriate contact point.

NOTED

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A/c Name	Net Value	Invoice Total	Description	Account Code	Cost Centre	Account Code Description	Cost centre Description
Aflora And Luxe Gifts	25	25	mayor making Flowers	4214	110	Civic Events	Civic and Democratic
Aflora And Luxe Gifts	210	210	mayor making Flowers	4214	110	Civic Events	Civic and Democratic
Alan Hodge	150	150	Master of ceremonies	4214	110	Civic Events	Civic and Democratic
BHIB Limited	815.8	815.8	Event Insurance	4130	101	Insurance	Central Administration
Colemans Warehouse Shop	275.55	330.66	Stationery	4560 4101	210 101	Climate Emergency Stationery	Open Spaces Central Administration
Council for Voluntary Service Northampton	42	50.4	Payroll Apr	4010	101	Payroll Costs	Central Administration
Council for Voluntary Service Northampton	60	72	Payroll May	4010	101	Payroll Costs	Central Administration
E. U. Fabrics	710	710	Fabric EID	4214	110	Civic Events	Civic and Democratic
Horizon Telecom Ltd	502	602.4	Telecoms Apr	4125	101	Telephone and Internet	Central Administration
Horizon Telecom Ltd	6040.8	7248.96	Hardware New Starts	4190	101	Equipment	Central Administration
John Roan Photography	477	477	mayor Photo	4215	110	Civic Regalia	Civic and Democratic
Julie Thorneycroft (Expense Claims)	16.05	16.05	Fuel Refreshments Committee meeting & Stationery	4015 4216 4101	101 110 101	4560 Room Hire Stationery	Central Administration Civic Events
Mayfair Cars (Northampton) Ltd	264	316.8	Approved 12/04 but not paid TP 1st & 6th April	4211	110	Mayor's Transport	Civic and Democratic
Microshade Business	527.03	632.44	Approved 12/04 but not paid -	4128	101	Information Technology	Central Administration

Consultants Ltd			system host April				
Microshade Business Consultants Ltd	1416.16	1699.39	Adobe software	4128	101	Information Technology	Central Administration
Microshade Business Consultants Ltd	295	354	Account Support April	4155	101	Accounting Support	Central Administration
Microshade Business Consultants Ltd	295	354	Year End support	4155	101	Accounting Support	Central Administration
Microshade Business Consultants Ltd	578.32	693.98	Hosted system May	4128	101	Information Technology	Central Administration
Microshade Business Consultants Ltd	295	354	Account Support May	4155	101	Accounting Support	Central Administration
MICHAELS CIVIC ROBES LIMITED	209.5	251.4	Jabot / Gloves	4215	110	Civic Regalia	Civic and Democratic
Milton Keynes Brass	400	400	Bands in Park	4510	315	General Events	Public Events
Pellacraft limited	275	330	Sports Bottles	4210	110	Mayoral Allowance	Civic and Democratic
Rialtas Business Solutions Ltd	833	999.6	Approved 12/04 but not paid - pending Credit	4128	101	Information Technology	Central Administration
Rialtas Business Solutions Ltd	-833	-999.6	credit for wrong charge	4128	101	Information Technology	Central Administration
Rialtas Business Solutions Ltd	645	774	Finance Licence	4128	101	Information Technology	Central Administration
RTC Medical Solutions Ltd	440	440	EID Med Support	4510	315	General Events	Public Events
Seven C Products Ltd T/A School Bears	208	249.6	Jubilee pin badges	4510	315	General Events	Public Events
Stuart Carter	30	30	Picture gift for Taipei delegate	4214	110	Civic Events	Civic and Democratic

(Expense Claims)							
Tangerine Red Ltd	68	81.6	EID cards	4210	110	Mayoral Allowance	Civic and Democratic
Tangerine Red Ltd	80	96	Banner	4560	210	Climate Emergency	Open Spaces
Tangerine Red Ltd	150	180	Roadside Board-Bands in the park	4510	315	General Events	Public Events
West Northamptonshire Council	48477.36	48477.36	Rent	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	16159.12	16159.12	Rent	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	16159.12	16159.12	Rent	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	-16159.12	-16159.12	Rent Credit	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	1842.75	1842.75	Approved 12/04 but not paid - platinum Jubilee	4510	315	General Events	Public Events
West Northamptonshire Council	71.4	85.68	Refreshments Committee meeting	4216	110	Council Meetings & Room Hire	Civic and Democratic
West Northamptonshire Council	-48477.36	-48477.36	Rent Credit	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	-16159.12	-16159.12	Rent Credit	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	14.2	17.04	Refreshments 25/04/22	4216	110	Council Meetings & Room Hire	Civic and Democratic
West Northamptonshire Council	16159.63	16159.63	Rent 01.01.22-31.03.22	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	16644.4	16644.4	Rent 01.04.22-30.06.22	4300	201	Service Charge	The Guildhall

nshire Council								
West Northamptonshire Council	76.8	92.16	Refreshments 12/22/29 April	4210	110	Mayoral Allowance	Civic and Democratic	
West Northamptonshire Council	1295	1295	Room booking 16th & 18th May	4214	110	Civic Events	Civic and Democratic	
West Northamptonshire Council	21.3	25.56	Refreshments	4210	110	Mayoral Allowance	Civic and Democratic	
	£51,625.69	£54,107.70						

RETROSPECTIVE APPROVAL FOR RETROSPECTIVE BANK PAYMENTS

	BHIB	£5,311.60	£5,311.60	General Insurance. Posted paid and banked	4130	101	Insurance	Central Administration
04/03/2022	BHIB	£2,226.40	£2,226.40	Fleet Insurance. Posted and Paid and banked.	4130	101	Insurance	Central Administration
29/04/2022	BHIB	£815.80	£815.80	Event Insurance see above shown as posted but unpaid	4130	101	Insurance	Central Administration

PENDING OFFICER APPROVAL & / OR ENTRY TO FINANCE SYSTEM

Zen Office	see note	£46.24	INV APPROVED 12/04 BUT VALUE WAS £43.24	4101	101	Office Supplies & Photocopying	Central Administration
wave Utilities	See note	£4,788.00	disconnection notice	4400	230	Repairs and Maintenance	Allotments
Mayfair	£79.20	£95.04	Mayors Transport 11/04/22	4211	110	Mayor's Transport	Civic and Democratic
Mayfair	£26.40	£31.68	Mayors Transport 28/04/22	4211	110	Mayor's Transport	Civic and Democratic
wave Utilities	£157.08	£157.08	Water Billing Lane April 22				

Salaries / HMRC / Pension payments April.	Comments	Payment Due Date	Ac Code	Description
Salaries (Net) for May including Mayoral Allowance	Includes new starts and pro rate pay for Mayor Ashraf & to be Mayor Meredith	20/05/2022	520	Wages
HMRC May		06/06/2022	515	PAYE / NI
Pension May		06/06/2022	516	Pensions

GRANT APPLICATIONS TO THE GENERAL GRANT FUND - APPROVED AT COMMUNITY SERVICES MEETING 11th APRIL			
Name of Organisation & brief description of project	Total grant requested (£)	Recommendation of Sub-Committee	Comments
Lowdown £15,000	£15,000	Was deferred from FY22 to FY23	result agreed at 30th Nov meeting
Youth Summit £2,840	£2,840	Was deferred from FY22 to FY23	result agreed at 30th Nov meeting

57. PAYMENT OF ACCOUNTS

The Finance Officer explained Class Carriages had been added to the payments list, since they provided services to the Town Mayor however, it was noted Mayfair Cars have provided driver services when Classic Carriage are not available to fulfil transportation to the Town Mayor's engagements.

It was raised by a Councillor that the Master of Ceremonies was not discussed during the Civic Working Group, in addition to the purchase of the Eid in the Racecourse bunting and fabric. The Town Clerk explained that this was funded in lieu through the Civic Budget as funds had not been utilised to provide the Town Mayor a Civic Reception due to COVID-19 infection and control measures.

The Finance Officer explained West Northamptonshire Council had been invoiced incorrectly for rent and refreshments therefore, the Town Council is in credit. A Councillor raised that the room hire for the Queen's Platinum Jubilee had yet to be paid due to a discussion to be held about a discount as the event was not a commercial endeavour and in fact for the community. The Town Clerk advised he would chase the Guildhall Facilities team to discuss if any discount can be applied.

Clerks Note: The Deputy Chief Executive of West Northamptonshire Council had stated no discount would be agreed at present however, she would continue to ask on Northampton Town Council's behalf.

The Finance Officer made attendees aware a payment for water rates is required for an allotment located on Broadmead Avenue and the Town Clerk had contacted the suppliers directly to arrange payment. In response to a question posed, the Town Clerk explained Idverde were sub-contracted to manage allotments under Northampton Town Council's responsibility however, we were responsible to pay for utilities of the sites.

Furthermore, it was explained any repairs or leak would be repaired by Idverde however, if the repair falls outside of Idverde 's expertise then the Town Council would be liable to source and pay for the cost of repairs. In response to a question, the Town Clerk explained the legislation to set rental costs for tenants and that this must be raised gradually and in a year in advance.

The Finance Officer raised salaries were included as a pro-rata break for the retiring Town Mayor and the incoming Town Mayor would be paid as well. Moreover, there were some Northampton Town Council Grant recipients to be paid from the previous financial year.

RESOLVED: That the Payments of Accounts be approved.

58. AUDIT REPORT

The Finance Officer explained to attendees that an Audit had been completed and the feedback provided was positive and, no questions had arisen that within the Finance Officer's experience is a confident sign. The Finance Officer stated Councillor Alwahabi had been invited and completed Internal Control, he specifically wanted to review how accounts were managed from conception to completion, and was shown the various finance registers that managed payments and invoices. It was raised by a Councillor that it would be beneficial for Councillors who completed internal control checks be invited to Accounts Sub-Committee meetings to provide a verbal update.

A Councillor posed asking West Northamptonshire Council to share knowledge about financial processes. The Finance Officer explained West Northamptonshire Council deal with a large amount of funds and their system is more automated compared to Northampton Town Council, therefore it may not be beneficial.

59. CCLA PUBLIC SECTOR DEPOSIT FUND

The Finance Officer explained the cash book balance is in-line with banking records and a presentation is soon to be held regarding investments that would incur interest. A Councillor asked if all unspent funds would be transferred into an interest incurring fund. The Finance Officer and Town Clerk explained this would be decided by the Policy and Finance Committee however, in our current bank account we receive 1.7% interest on funds held. The Town Clerk further stated there was a need for a long-term investment strategy, policy and consider what products could be offered.

MEETING CONCLUDED 11:50



Policy and Finance Committee

Annual Subscription Review – report of Town Clerk

Purpose of report: To present to the committee the current annual subscriptions

Recommended: That the Committee approve the subscriptions for the coming year

Within the Council's standing orders is a requirement for the Council to review the subscriptions annually.

Currently the subscriptions are as follows:

- Northamptonshire Association of Local Councils – Membership – £6,657
- Society of Local Council Clerks – Membership - £473
- 2 Commune government website domain - £150
- Information commissioner's office registration – £35 (compulsory)

NCALC

The Northamptonshire County Association of Local Councils is a not for profit membership organisation, representing, training and advising the parish and town councils of Northamptonshire, who are the grass roots of local government. NCALC provide member councils with vital operational information and facilitate communication at all levels of the parish council network - district, county, regional and national.

The Association provides training via the County Training Partnership and offers courses on such varied subjects as chairmanship skills, council procedures and accounting and budgeting. It also offers the formal qualification for clerks, the Certificate in Local Council Administration (CiLCA).

The resource and advice that NCALC offer has been invaluable.

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Policy and Finance Committee

Annual Direct Debit and Standing Order Review – report of Town Clerk

Purpose of report: To present to the committee the current annual direct debits and standing orders

Recommended: That the Committee approve the direct debits for the coming year

Within the Council's standing orders is a requirement for the Council to review the direct debits and standing orders on an annual basis.

Currently there are no standing orders. The direct debits are as follows:

- Information Commissioner - £35 (annually, £5 discount for paying by DD)
- Zen office – printing costs for photocopier (paid monthly, amount varies)
- Xerox Finance – photocopier lease costs - £355.10 (paid quarterly)

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Policy and Finance Committee

CCLA Public Sector Deposit Fund – report of Town Clerk

Purpose of report: To give the committee further information on the CCLA Public Sector Deposit Fund and get approval to transfer money into it

Recommended: (i) That the Committee agrees to open an account with the CCLA Public Sector Deposit Fund
(ii) That a balance of £100,000 is maintained in the Council's current account with the rest of the balance being retained in the CCLA Public Sector Deposit Fund
(iii) That officers are delegated to move money from the CCLA Public Sector Deposit Fund when required to keep the balance in the current account at £100,00

Members will recall that the Council has been looking at ways to securely hold its money and minimise risk. At present all the Council's money is held in the Unity Trust Bank Account. Officers have approached well known High Street Banks about opening further accounts but with little success.

CCLA (Churches, Charities and Local Authorities) offer a Public Sector Deposit Fund which in essence places money with many different highly rated banks (CCLA use [Fitch ratings](#)) in order to spread funds with different A++ rated organisations rather than having them with one or two institutions.

Recently, Councillors Marriott, Purser and Russell attend a briefing by a member of CCLA who explained how the deposit fund worked.

Overview

Churches, Charities and Local Authorities (CCLA) is among the largest UK charity fund managers. It manages investments for religious groups, charities and the public sector. It began in 1958 with The Church of England Investment Fund which allowed churches to join their money into a professional management services. But soon expanded into both local authorities and charities.

The funds primary goal is to sustain the net value of the assets at the Fund, then to maximise current income along with keeping principles and simultaneously liquidity. This is achieved by keeping a varied portfolio of high deposits. To maximise the average yield on deposits while achieving security requires the CCLA keep a careful focus on quality of the counterparty as well as monitoring their environmental, social and governance risk regularly. The fund is open and suitable for local authorities and other public sector bodies.

Though it should be noted that in addition to general risk factors making such a purchase is not the same as taking a deposit from a bank as though both aim to maintain a stable value of assets there can be no assurance that it will be maintained,

as it will be affected by interest fluctuations along with no outside support. Meaning any chance of loss of principle is borne by the shareholder.

The fund offers same day access if requested by 11.30am, this being that funds would be transferred to the Council's current account, or next day if requested after this.

The fund is primarily about security and liquidity rather than return, though the return is better than having it in a current account. More information can be found at <https://www.ccla.co.uk/investment-solutions/fund/the-public-sector-deposit-fund>.

As discussed at the last meeting, the priority is to ensure the funding is spread out via different accounts, then look at longer term investments with a potential higher yield.

Balances

The Town Clerk and Finance Officer are of the opinion that retaining £100,000 in the current account is advisable. This gives officers enough in the account to meet scheduled payments and protects the balance and gives enough contingency of for some reason there is a delay in requesting the transfer of funds from the CCLA fund.

CCLA requires there to be a nominated account to transfer funds to, therefore there is not the possibility of requesting the funds be transferred to a different account. This helps to prevent fraud and theft.



Policy and Finance Committee

Development of a Town Council Strategy – report of Town Clerk

Purpose of report: To give the committee some background information on the development of a strategy and vision for the Town Council

Recommended: (i) That the Committee recommends to the Council that it undertakes the development of a strategy/vision document
(ii) That the committee considers how it wants to undertake the development of the strategy

The Town Council is now one-year-old and has put in place much of the policies and processes to require it to function legally. The Town Council now needs to consider a strategy of what it would like to deliver over the short, medium and long term. The Strategy will aid both councillors and officers as we move forward. It should be noted that a Strategic Plan can then lead onto a Business Plan as the council evolves.

The Town Council needs to consider a number of elements. The first being whether to do the plan in-house or with the help of a consultant. A consultant can be used just to launch the process, or to manage the whole thing and deliver a document at the end of it. There are pros and cons. Some of the pros of using a consultant are that it adds capacity, brings in expertise (often with a wider view of what councils do), and ensures the process is run professionally and on time. Some of the cons are that the council “hands over” responsibility for the process to the consultant, and then doesn’t feel ownership of the final plan, and that the consultant doesn’t have the forensic understanding of the area like the councillors do. In addition, there is a cost to involve a consultant.

One thing that is important is that a town council strategic plan should be driven by the residents. Any strategic plan that is not built on robust community engagement, research, and involvement will only deliver what the council wants, which may or may not be what the residents want. This could potentially dovetail in with the Community Needs Analysis driven by the community services committee.

Members may wish to take a look at the following Strategic Plans from other Town Councils to have a view on what others have done.

[Sutton Coldfield Town Council Strategic Plan](#)

[Colne Town Council Strategic Plan](#)

[Weston Super Mare Town Council Strategy](#)

The Town Clerk has contacted a consultant who is a former Town Clerk who has undertaken strategies and/or the initial consultation of a strategy for a proposal. This is attached for members to give an idea of the cost. The Clerk is awaiting a further proposal and will table this if it is received in time.

Assets and Property

The Council itself will need to consider what assets/services it would like to take on from WNC. The strategy can help distil this process and allow cllrs to consider this formally. Similarly, with property, the Council has two more years at the Guildhall in the present lease., the options for the future could be considered within the strategy.



Northampton Town Council

Policy and Finance Committee

Review of Standing Orders – report of Town Clerk

Purpose of report: To advise the committee of comments regarding the review of Standing Orders

Recommended: (i) That subject to amendment, the committee recommended the amendments to the Council.

The Town Council is required to review its Standing Orders (SOs) on a regular basis, usually annually or bi-annually. The Committee will shortly be reviewing the Financial regulations at a future meeting. The SOs are not attached but can be viewed [here](#).

Standing Orders are the written rules of a local Council. They are used to confirm a Council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a Council but they may refer to them. A local Council must have standing orders for the procurement of contracts.

Meetings of Full Council, Councillors, the Responsible Financial Officer (RFO) and Proper Officer are subject to many statutory requirements. A Council should have standing orders to confirm those statutory requirements. A Council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements.

Standing Orders are based on model Standing Orders drafted by the National Association of Local Councils. The vast majority of local council SOs are based on this as they include the statutory requirements, and NTC's are no different. However, added provisions can be made to these SOs to suit the way the Council wants to work.

In NTC's case the Clerk is aware that some members want to see the role of Leader included in the Standing Orders. There is no legal power that goes with the role of Leader at town and parish council. But many do detail it in their standing orders.

The breath of Councils means there is not a uniform way that the Leader is referenced in SOs. However, two examples are detailed below, both taken from well-established and respected town councils with political makeups.

Would be inserted within Standing Order 5:

To appoint the Leader of the Council who will be Chair of the Policy & Resources Committee. The Leader of the council has no delegated decision making powers, but offers a regular link between members (normally the majority or largest group on the council) and the Town Clerk with regards to consultation on decisions delegated to the Town Clerk and other officers.

Another large Town Council has a specific set of list of detailed as a designated numbered paragraph within their Standing Orders referring to the Leader detailed as follows:

LEADER OF THE COUNCIL

1. *Will have no decision-making capacity, including strategic direction of the Council.*
2. *Will work with the Town Clerk and The Advisory Group to ensure the corporate plan and operational management of the Council are working effectively and that communication channels are effective. Scrutiny functions are to be the responsibility of a subgroup of the Services committee.*
3. *Will work with the Town Clerk to negotiate (or delegate to the relevant councillors to negotiate) on behalf of the Council with other local authorities and organisations in order to deliver the strategic direction and policy objectives.*
4. *Will discuss with the Mayor and relevant Committee Chairs the purpose of any negotiation and report the outcome to Council or the relevant committee.*
5. *Will discuss with the Town Clerk, on a regular basis, the operational work of the Council and issues within the town and council.*
6. *Will work with the Town Clerk to consider upcoming meetings with external organisations, briefings and agendas for future meetings.*
7. *Will contribute to the chair of HR for the appraisal of the Town Clerk's performance at least annually.*
8. *Will represent all councillors in a non-political manner.*
9. *A Deputy Leader will substitute for the leader when the leader is unavailable.*
10. *Neither the Leader or Deputy Leader will direct the work of the Town Clerk or any officers.*

At any Full Council meeting, if a properly submitted motion of no-confidence in the leader is carried by a majority, it triggers an election of a new leader.

Members will have a view on whether they wish to include something like this in the councils SOs to recognise the role of a Leader which would primarily be a strategic role.

Standing Orders More Generally

The Council's SOs more generally are not recommended to be changed at present, though a scheme of delegation to the Clerk to go in the SOs is requested to be placed on a future agenda.

Any recommendation to alter the Standing Orders would have to be approved by the Council.