

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

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18th June 2007

Dear Councillor

You are invited to attend a meeting of the Standing Orders Working Group to be held on **Friday 22nd June 2007** commencing at **11.00 a.m. or at the conclusion of the Special Projects Committee, whichever is later** at **Parish Room, All Saints Church Centre, Ash Road.**

Yours sincerely

Julie Hoad
Proper Officer

AGENDA

Apologies

To receive apologies for absence.

1. Election of Chairman of the Standing Orders Working Group

To elect a Chairman of the Standing Orders Working Group until the Annual meeting of the Council in May 2008.

2. Election of Vice Chairman of the Standing Orders Working Group

To consider whether the Standing Order Working Group wishes to appoint a Vice Chairman and if so, to elect a Vice Chairman of the Standing Orders Working Group until the Annual meeting of the Council in May 2008.

3. Declarations of Interests

To receive Members' declarations of interests.

4. Minutes

(WHITE)

To approve as a correct record the minutes of the meeting of the Standing Orders Working Group Committee held on 3rd September 2003. (Annexed).

5. Terms of Reference

To review the terms of reference of the Standing Orders Working Group, attached as appendix 1, as approved by the Council at its Annual meeting held on 14th May 2007.

6. Standing Orders

To undertake a review of the Council's Standing Orders with particular regard to the requirements of the new Model Code of Conduct to be adopted by Members of Hartley Parish Council. The Working Group is requested to note that the Members who attended the last meeting of the Council expressed an interest in adopting paragraph 12 (2) of the

Model Code and this being so, it will be necessary to address the issue relating to the adjournment of council meetings to allow members of the public to speak.

Members are requested to bring the following documents to the meeting:

- (1) The Code of Conduct Guide for members May 2007
- (3) Model Code of Conduct for Parish and Town Councils
- (3) Report circulated to Members at the last meeting of the Council held on 11th June 2007 on the adoption of the new Code of Conduct.

A copy of the Council's current Standing Orders incorporating a number of suggested alterations are attached to the agenda.

7. Date of the next meeting

Working Group Membership

Cllr C Alford
Cllr M Harris

Cllr J Gaywood
Cllr Ramsay

Standing Orders Working Group

Terms of Reference

To undertake a review of the Council's Standing Orders.

