

**Otley Town Council**

**Full Council**

**Date: Monday 14<sup>th</sup> September 2015**

**Subject: Standing Orders & Financial Regulations**

**Report By: Executive Officer**

**1. Purpose of Report**

**1.1** To adopt revised Otley Town Council Standing Orders and Financial Regulations.

**2. Background**

**2.1** Otley Town Council has previously adopted the National Association of Local Councils (NALC) Model Documents and made several local amendments to these. In 2013 NALC revised their model documents and it is on this model document that the review of standing orders has been completed.

**3. Document Development Process**

**3.1** The documents presented to the meeting are predominantly the latest NALC Model Documents with amendments reflecting local practices. Since the Policy and Resources meeting in July a minor amendment has been made with regards to procuring public works, services or contracts.

**4. Legal and Financial Implications**

**4.1** In terms of the Local Government Act 1972 S101, the Council is empowered to appoint Committees to carry out its business and it is good practice to divide membership across the council.

**4.2** The same Act also entitles the Council to adopt Standing Orders and compels the adoption of a Standing Order on Contracts.

**4.3** Under the Local Government Act 1972 and subsequent legislation the council is empowered to set up structures to carry out its functions and to manage those in an effective, efficient and economic manner.

**4.4** There are no financial implications attaching to this report.

## **5. Sustainability**

**5.1** The report is compliant with Aalborg.

## **6. Recommendations**

**6.1** That Members;

- I. Adopt the attached Standing Orders and Financial Regulations