

**Standards Committee Minutes**

Held in the Parish Office, Community Centre, Cottenham  
On **Wednesday 29<sup>th</sup> April 2015 at 8.00pm**

**Present:** Cllrs Morris (Chair), Heydon and Nicholas

- 15S/012. Any Questions from the Public or Press – Standing orders to be suspended** – none present.
- 15S/013. Standing Orders re-instated - Chairman’s Introduction and Apologies** – apologies accepted from Cllrs Leeks (holiday) and Young (work).
- 15S/014. Declarations of Interest** *To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting* - none received.
- 15S/015. Minutes** – Resolution that the minutes of the Committee meeting held on 27<sup>th</sup> January be signed as a correct record. **RESOLVED.**
- 15S/016. Terms of Reference** – To consider and recommend for adoption by the Parish Council, the (possibly revised) Terms of Reference of the Standards Committee. Cllr Morris outlined. Resolution to amend 1f (Councillors who are not currently members of the Standards Committee) and 1g (non-Councillor residents from a list approved by Council) to say ‘two co-opted non-councillors familiar with council matters’. **RESOLVED.**
- 15S/017. Code of Conduct** – Cllr Morris outlined. Some discussions around interpretation of the wording. Resolution to recommend for adoption by the Parish Council, the Code of Conduct. **RESOLVED.**
- 15S/018. Complaints procedure** – To consider and recommend for adoption by the Parish Council, the (revised) Complaints Handling procedure. The document was amended to reflect those changes made to the ToR’s as per item 15S/016. Cllr Morris ran through the proposed amends and complaint handling procedure. Resolution to recommend for adoption by the Parish Council, the revised Complaints Handling procedure. **RESOLVED.**
- 15S/019. Code of Conduct Committee membership** – To consider the nominee list of non-Councillor residents, two of whom are to be appointed by the Standards Committee as ad-hoc co-opted members to form, with 3 members of the Standards Committee, a 5-member Code of Conduct Committee in the event of a complaint about actions by a Councillor. Clerk reported that SCDC Cllr Simon Edwards and John Garstang had already confirmed their acceptance to join the Code of Conduct Committee. Clerk to resend invitation to Rick Bristow to repeat our invitation.
- 15S/020. Annual report** – Resolution to accept annual report of the Committee’s activities to be presented the Parish Council at the Annual Meeting. **RESOLVED.**
- 15S/021. Training** – Resolution to recommend to the Parish Council any necessary training required during 2015/6 for Councillors and/or staff. **RESOLVED.**
- 15S/022. Date of next meeting** – TBC.
- 15S/023. Close of meeting** – 9.17pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_