



29 December 2020

To: Members of the Standing Orders Task and Finish Group (Councillors K Cursons, M Freeman -Chair, S Jones, F Kharawala and S Owen)  
(Copies to all Town Councillors for information)

## NOTICE OF MEETING

You are hereby summoned to attend a meeting of **Standing Orders Task and Finish Group** to be held on **Monday, 11 January 2021** commencing at **3.00 pm**. This will be a remote meeting held via Microsoft Teams in accordance with The Local Authorities and Crime Panels (Coronavirus)(Flexibility of Meetings)(England and Wales) Regulations 2020. The meeting link is below:

<https://tinyurl.com/ycv8nhbz> or by tel: +44 20 3795 5672 (conf. I.D.: 683 806 418#)

M Saccoccio  
Town Clerk

**THIS MEETING MAY  
BE RECORDED \***

## AGENDA

### 1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

### 2. DECLARATIONS OF INTEREST

(i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.

(ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

### 3. QUESTIONS FROM THE PUBLIC

To receive questions and statements from members of the public in respect of any item of business included in the agenda, as provided for in Standing Order

No.s 3(f) and 3(g).

**4. MINUTES OF PREVIOUS MEETING** (Pages 1 - 4)

(a) To receive and approve as a correct record the minutes of the previous meeting held on 26 November 2020 (**attached**) in accordance with Standing Order 12.

(b) To receive information updates on matters arising from the previous meeting (if appropriate).

**5. OTHER TOWN COUNCIL STANDING ORDERS** (Pages 5 - 32)

As discussed at the previous meeting, to consider other larger Town Council Standing Orders (information **attached**) in comparison to those of Leighton-Linslade Town Council and to formulate a list of matters for further consideration or for recommended inclusion in any revisions to be presented to committee.

**6. DATE OF NEXT MEETING/NEXT STEPS**

To agree date of next meeting and next steps.

\* Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member, officer or member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not within the Council's control.

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