



Town Council Offices,  
1 Park Road,  
Shepton Mallet  
BA4 5BS

t: 01749 343984

e: [info@sheptonmallet-tc.gov.uk](mailto:info@sheptonmallet-tc.gov.uk)

w: [www.sheptonmallet-tc.gov.uk](http://www.sheptonmallet-tc.gov.uk)

**Meeting:** Full Council, Item TC1.14

**Date:** 25th May 2021

**Author:** Charlotte Starkie

**Subject:** Adopt revised Standing Orders

## 1.0 Purpose of report

1.1 To Inform councillors that amendments have been made to the Terms of Reference contained within Standing Orders.

## 2.0 Background information

2.1 It was agreed at the meeting on 16th March 2021 to make some amendments to the committee structure and modify the number of councillors on some committee, and to align the Collett park management Committee with Placemaking and Protection committee. Those amendments have been made, with the appropriate changes to the Terms of Reference.

2.2 At the same time, an amendment has been made to the governance of the three Charities and the three committees that managed the charities have been removed as the town council is the corporate trustee and therefore a committee cannot oversee the governance of a charity. Therefore, the day to day maintenance and administration of the assets will sit under the Placemaking and Protection Committee but the governance and need to have charity meetings is the responsibility of full council, and therefore delegated to the Town Clerk to ensure that this is adhered to.

## 3.0 Financial Information

3.1 None

## 4.0 Environmental Implications

4.1 None

**5.0 Town Plan Reference**

5.1 Committees are now aligned with the objectives of the Town Plan

**6.0 Recommendations**

6.1 To Councillors to adopt the revised Standing Orders and Terms of Reference.