



COUNCIL POLICY

Created	Version	Reviewed	Adopted
4 th June 1997	8	13 th May 2026	13 th May 2026

Council Policy

Council Policy adopted at the inaugural meeting of Ollerton & Boughton Town Council on Wednesday 4th June 1997 (amended at its meetings of Wednesday 25th June 2003, Wednesday 12th May 2004, Wednesday 10th May 2006, Wednesday 13th May 2011, Wednesday 17th March 2021, 17th May 2023) and further amended at its meeting of 13th May 2026.

Status

1. The Council resolves that its area shall have the status of a Town.

Mayor

2. That as such its Chair will be known as the Mayor and its Vice-Chair be known as the Deputy Mayor.
3. That the status of Town Mayor will be that the Town Mayor is the proper person to represent the Town on ceremonial occasions and the holder of this office will represent the authority at all civic and community functions.
4. That the office of Town Mayor be non-political and the holder will be elected annually by a simple majority of those councillors present at the Annual Meeting.
5. That the office of Deputy Mayor will be elected annually by a simple majority of those councillors present at the Annual Meeting.
6. That in an election year the office of Mayor and Deputy Mayor will be filled at the Annual Meeting of the new Council.
7. That the Town Mayor will be paid an allowance to meet the expenses of the office, the amount to be determined at the annual budget meeting in line with other Council expenses.
8. That the Town Mayor will undertake the powers and duties as laid down in Schedule 12 of the Local Government Act 1972

Standing Orders and Regulations

9. That the Standing Orders based on the NALC Model and adopted in March 2026 be accepted as the Model Standing Orders. (*see Section 2 of the members' handbook*).
10. That in accordance with Section 27 of the Localism Act 2011, all members elected or co-opted to this Council undertakes to observe the Model Code of Conduct adopted by this Council at its meeting of Wednesday 13th May 2026. (*see Section 4 of the members' handbook*).
11. That in accordance with Section 19 of the Freedom of Information Act 2000 this Council will maintain the Model Publication Scheme provided by the Information Commissioner, adopted at its meeting of Wednesday 13th May 2026. (*see Section 5a of the members handbook*)

12. That the Financial Regulations of this Council be as adopted at its meeting of 13th May 2026 (*See section 3 of the members' handbook*)
13. That the attendance register be signed by all members attending meetings of the Council and its Committees and that attendance records possible/actual be published at the Annual Town Meeting.

Full Council

14. That the Full Council meetings be held as identified in Standing Orders.
15. The Quorum for The Council will be one third of the members or three, whichever is the greater.
16. That the programme of meetings runs from May to May as determined by the Annual meeting of The Council.
17. That the Annual Meeting be held during the month of May.

Committees

18. That the following service committees are necessary for the efficient running of the Council and their terms of reference are as detailed on the Committee Structure Chart (*section 6 of the members' handbook*).
 - a. Planning Special Projects Finance & Audit Environment
 - b. Other Task & Finish Groups will be set up as required to deal with specific issues within a pre-determined time frame.
19. That the Chairs of the above Committees be elected at the Annual Meeting in May of each year.
20. The quorum for any committee will be one third of the members or three – whichever is greater.
21. That the Planning Committee will meet monthly, or as required, to facilitate effective consultation with other agencies. That no member shall be allowed to vote on a Planning decision unless they have undertaken appropriate planning training.
 - a. All other Committees/Working Groups will meet as and when required to ensure the effective running of the authority. Meeting dates will be set by the Chair/Vice Chair in consultation with the Clerk.
22. Chairs of any service committee will not be entitled to any allowances in the same manner as that of the Mayor.

23. Any committee/sub-committee once given delegated powers by the Full Council
- a. May act immediately on all decisions reached without waiting for further endorsement, subject to any decision, including finance, being within a budget previously agreed by the Full Council.

24. Junior Town Council

- a. The Junior Town Council was set up in November 2017 comprising of 4 members from Years 5 & 6 from each of the 3 primary schools and two members of the Full Council.

Representatives to other bodies

25. That nominations invited or statutorily required on other bodies be filled by nominations proposed by members of the Town Council who will provide a list of those nominations to the Clerk for ratification at the Annual Meeting of the Full Council.

The Representatives to the other bodies are required to make at least two reports per year on the activities of the other body to the Council.

Representatives to other bodies as follows:

26. Two representatives to each of the following:

- a. Crematorium Liaison Committee
- b. Furniture Project

27. One representative to each of the following:

- a. Age Concern
- b. Allotment Tenants Association
- c. Boughton Village Hall
- d. Community Alcohol Partnership (CAP)
- e. Lifespring Centre
- f. Ollerton Jubilee Hall
- g. Recycling Ollerton & Boughton (ROB)
- h. Roundabout
- i. Royal British Legion

28. That the Council should establish and retain any membership of any professional association appropriate to the size of the council.

Officers

29. That the Officers' roles be as set out in the diagram appended to these notes (*see section 6d of the members handbook*)
30. That the Town Clerk be the Proper Officer of the Council, the Responsible Financial Officer for the purposes of the Accounts and Audit Regulations 1996 and the Burial Clerk.
31. That the posts of Deputy Clerk/Admin Assistant are to assist the Town Clerk to deliver the business of the Council.

32. That the Town Clerk/Responsible Finance Officer will administer the Finance & Audit committee.

Policy Review

33. The Finance & Audit Committee will review the following annually:

- a. Council Policy
- b. Risk Assessment
- c. Internal Audit Arrangements

and will report any recommendations/amendments to the Full Council for ratification at the Annual Meeting.

All **other policies** will be reviewed at least bi-annually, in the first instance, by the Policy Review Working Party who will suggest relevant amendments to the Finance & Audit Committee.

The Finance & Audit Committee will report any recommendations/amendments to the Full Council for ratification at the Annual Meeting.