

## Agenda item 8

For decision – updates to constitution chapters

Authors: Paul Wynne, Town Clerk and Laura Flaherty, Executive Assistant to the Town Clerk and Mayor

We review chapters in our constitution ([these can be read on the website here](#)) regularly. Standing Orders, Financial Regulations and Cllrs Code of Conduct are reviewed by Council every May. Other chapters are reviewed less frequently or when regulations or guidance changes. This month we have focused on:

[Chapter 6 – Civic Protocol](#)

[Chapter 8 – RFO Protocol](#)

[Chapter 10 – Complaints Procedure](#)

There are no significant changes proposed to any of the chapters. There are minor changes proposed to the Complaints Procedure that make the process clearer. All have been formatted and the review dates amended.

<p><b>Recommendation</b></p>
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<p>Approve the updates to chapters 6, 8 and 10 of the constitution</p>
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