

Meeting 26.01.2026

Subject: Core Governance Documents – Drafts for Review

1. Purpose of Report

To present the draft **Code of Conduct**, **Standing Orders**, and **Financial Regulations** for consideration by the Shadow Council and to invite comments prior to formal recommendation to the new Parish Council.

2. Recommendations

The Shadow Council are recommended to:

- Note the draft documents provided.
- Provide comments, suggested amendments, or areas requiring clarification.
- Agree that revised versions be brought to a future meeting for approval for recommendation to Horsham Parish Council.

3. Background

The Shadow Council is in the process of drafting the governance framework required for the formal operation of Horsham Parish Council. As part of this work, three core documents have been prepared:

- The **Code of Conduct**, setting out expected standards of behaviour for Members.
- The **Standing Orders**, detailing the rules and procedures for Council meetings and decision-making.
- The **Financial Regulations**, providing the framework for sound fiscal management and internal control.

These documents are essential to ensuring that the Council operates lawfully, transparently, and in accordance with recognised principles of good governance.

4. Summary of Draft Documents

4.1 Code of Conduct

- Defines the standards of conduct expected of Members.
- Promotes public confidence and supports ethical decision-making.
- Provides a framework for addressing complaints and potential breaches.

4.2 Standing Orders

- Sets out procedures for meetings, motions, voting, and delegation.
- Ensures consistency, transparency, and orderly conduct of Council business.
- Supports effective and lawful decision-making.

4.3 Financial Regulations

- Establishes financial controls and responsibilities.
- Ensures compliance with statutory requirements and best practice.
- Provides safeguards for the proper use of public funds.

5. Importance of Recommendation

Recommending these documents will:

- Provide a clear and robust governance foundation for the new Council.
- Support effective risk management and accountability.
- Ensure that Members and officers operate within a consistent and transparent framework.
- Enable the Council to meet its legal obligations from the outset.

6. Next Steps

Comments from Members will be reviewed and incorporated into revised drafts. Final versions will be presented to a future meeting of the Shadow Council for approval for recommendation.

7. Appendices

- Appendix 3a: Draft Standing Orders
- Appendix 3b: Draft Financial Regulations
- Appendix 3c: Draft Code of Conduct