



# **COLD ASHBY PARISH COUNCIL STANDING ORDERS 2015 (revised)**

## **1. MEETINGS**

- a. Meetings of the Parish Council shall be held at 7.30pm on the first Wednesday of every month unless the Parish Council otherwise decides at the previous meeting.
- b. **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- c. **When calculating the three clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- d. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business transacted or for other special reasons. The public's exclusion from part or all of the meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e. Subject to standing order 1(d) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- f. The period of time which is designated for public participation in accordance with standing order 1(e) above shall not exceed 10 minutes.
- g. Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes.
- h. In accordance with standing order 1(e) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- i. In accordance with standing order 1(h) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- j. A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- k. Any person speaking at a meeting shall address his comments to the Chairman.
- l. Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.

- m. **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted without the Council's prior consent.**
- n. **In accordance with standing order 1(d) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman.**
- p. **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- q. **Subject to model standing order 1(y) below, all questions at a meeting shall be decided by majority of the Councillors present and voting thereon.**
- r. **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- s. **Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t. **The minutes of a meeting shall record the names of councillors present and absent.**
- u. **If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which approval was given.**
- v. **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- w. **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**
- x. **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- y. **If a meeting becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.**

## 2. ORDINARY COUNCIL MEETINGS

- a. In an election year, the annual meeting of the Council shall be held on or within fourteen days following the day on which the new councillors elected take office.
- b. In a year which is not an election year, the annual meeting of a Council shall be held on such a day in May as the Council may direct.
- c. If no other time is fixed, the Annual meeting of the Council shall take place at 6pm.
- d. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs. See 1(a).
- e. The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the annual meeting of the Council.
- f. The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g. The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i. In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman has been elected. He may exercise an original vote in respect of the election of a new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j. Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows.
  - i. In an election year, delivery by councillors of their declarations of acceptance of office.
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
  - iii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
  - iv. Review of the terms of references for committees.
  - v. Receipt of nominations to existing committees.
  - vi. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
  - vii. Review and adoption of appropriate standing orders and financial regulations.

- viii. Review of arrangements, including any charters, with other local authorities and review contributions made to expenditure incurred by other local authorities.
- ix. Review of representation on or work with external bodies and arrangements for reporting back.
- x. In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
- xi. Review of inventory of land and assets including buildings and office equipment.
- xii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- xiii. Review of the Council's and/or employees' membership of other bodies.
- xiv. Establishing or reviewing the Council's complaints procedure.
- xv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xvi. Establishing or reviewing the Council's policy for dealing with the press/media.
- xvii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

### 3. PROPER OFFICER

- a. The Council's Proper Officer shall be the clerk. In the proper officer's absence the Chairman is appointed to act as such and shall fulfil the duties assigned to the Proper Officer in standing orders.
- b. The Council's Proper Officer shall do the following.
  - i. **Sign and serve on councillors by e-mail a summons, containing the signature of the proper officer, confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least three clear days before the meeting.**
  - ii. **Give public notice of the time, date, venue and agenda at least three clear days before a meeting of the Council or a meeting of a committee or sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - iii. Subject to standing orders 4(a) – (e) below, include in the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming his withdrawal of it.
  - iv. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order (3(b)i) or (3(b)ii) above.**
  - v. Make available for inspection the minutes of meetings.
  - vi. **Receive and retain copies of bylaws made by other local authorities.**

- vii. **Receive and retain declarations of acceptance of office from councillors.**
- viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- ix. Keep proper records required before and after meetings.
- x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- xi. Receive and send general correspondence and notices on behalf of the Council except where there is resolution to the contrary.
- xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xiii. Arrange for legal deeds to be signed by two councillors and witnessed.
- xiv. Arrange the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the Council's financial regulations.
- xv. Record every planning application notified to the Council and the Council's response to the local planning authority in the minutes.
- xvi. Refer a planning application received by the Council to the (Chairman or in his absence the vice-Chairman of the Council) within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- xvii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

#### **4. MOTIONS REQUIRING WRITTEN NOTICE**

- a. In accordance with standing order 3(b) (iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least seven clear days before the next meeting.
- b. The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c. If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least seven days before the meeting.
- d. If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e. Having consulted the Chairman or Councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

- f. Notice of every motion received in accordance with the Council's standing orders shall be entered in the minutes which shall be open to inspection by all councillors.
- g. Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in the minutes, which shall be open to inspection by all councillors.
- h. Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

## 5. MOTIONS NOT REQUIRING WRITTEN NOTICE

- a. Motions in respect of the following matters may be moved without written notice.
  - i. To appoint a person to preside at a meeting.
  - ii. To approve absences of councillors.
  - iii. To approve the accuracy of the minutes of the previous meeting.
  - iv. To correct an inaccuracy in the minutes of the previous meeting.
  - v. To dispose of business, if any, remaining from the last meeting.
  - vi. To alter the order of business on the agenda for reasons of urgency of expedience.
  - vii. To proceed to the next business on the agenda.
  - viii. To close or adjourn a debate.
  - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
  - x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
  - xi. To receive nominations to a committee or sub-committee.
  - xii. To dissolve a committee or sub-committee.
  - xiii. To note the minutes of a meeting of a committee or sub-committee.
  - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
  - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
  - xvi. To authorise legal deeds signed by two councillors and witnessed.
  - xvii. To authorise the payment of monies up to £500.
  - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
  - xix. To extend the time limit for speeches.
  - xx. To exclude the press and public for all or part of a meeting.
  - xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
  - xxii. To give the consent of the Council if such consent is required by standing orders.
  - xxiii. **To suspend any standing order except those which are mandatory by law.**
  - xxiv. To adjourn the meeting.

- xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies. Councillors representing the Parish Council at external meetings shall provide the Clerk with a copy of the agreed minutes of such meetings, as soon as reasonably practicable or, within two weeks of the meeting, a resume of matters discussed at the meeting relevant to the Council's interest and responsibilities.
- xxvi. To answer questions from councillors.
- b. If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

## **6. RULES OF DEBATE**

- a. Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b. Subject to standing orders 4(a)-(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c. Subject to standing order 3(b) (iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- d. A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e. A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f. Any amendment to a motion shall be either:
  - i. to leave out words;
  - ii. to add words
  - iii. to leave out words and add other words.
- g. A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h. Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i. Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- j. Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- k. If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.

- l. If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m. The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding three minutes.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o. Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- p. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q. A point of order shall be decided by the Chairman and his decision shall be final.
- r. With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s. Subject to standing order 6(o) above, when a councillor's motion is under debate no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be silent or for him to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting;
  - ix. to suspend any standing order, except those which are mandatory.
- t. In respect of standing order 6(s) (iv) above, the Chairman shall be first to be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

## **7. CODE OF CONDUCT**

- a. **All councillors shall observe the code of conduct adopted by the Council.**
- b. All councillors shall undertake training in the code of conduct within six months of the delivery of their declaration of acceptance of office.

### **1. Introduction and interpretation**

- 1.1 This code applies to all elected or co-opted Members of Cold Ashby Parish Council
- 1.2 It is the responsibility of each Member to comply with the provisions of this Code, for which they will give a written undertaking.
- 1.3 In this Code -  
 “meeting” means any meeting of  
 The Council or  
 Any of its committees, sub-committees, working groups.  
 “relevant authority” has the meaning given to it in Section 27(6) of the Localism Act 2011.
2. Scope
  - 2.1 A Member must comply with this Code whenever they act, claim to act or give the impression they are acting in their official capacity as a Member of the Council.
  - 2.2 Where a Member acts as a representative of the Council -
    - (a) On another relevant authority, they must, when acting for that other authority, comply with that other authority’s code of conduct; or
    - (b) On any other body, they must, when acting for that other body, comply with the Council’s code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.
3. General Obligations
  - 3.1 A member must treat others with respect.
  - 3.2 A member must not –
    - (a) Bully any person;
    - (b) Intimidate or attempt to intimidate any person who is or is likely to be –
      - (i) A complainant;
      - (ii) A witness, or
      - (iii) Involved in the administration of any investigation or proceedings.
    - (c) Do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the Council.
  - 3.3 A Member must not –
    - (a) Disclose information given to them in confidence by anyone, or information acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, except where –
      - (i) They have the consent of a person authorised to give it;
      - (ii) They are required by law to do so;
      - (iii) The disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
      - (iv) The disclosure is –
        - (aa) reasonable and in the public interest; and

- (bb) made in good faith and in compliance with the reasonable requirements of the Council; or
  - (b) Prevent another person from gaining access to information to which that person is entitled by law.
- 3.4 A Member must not conduct themselves in a manner which could reasonably be regarded as bringing their office of the Council into disrepute.
- 3.5 A Member –
  - (a) Must not use or attempt to use their position as a member improperly to confer on or secure for themselves or any other person, an advantage or disadvantage; and
  - (b) Must, when using or authorising the use by others of the resources of the Council –
    - (i) Act in accordance with the Council’s reasonable requirements;
    - (ii) Ensure that such resources are not used improperly for political purposes (including party political purposes); and
  - (c) Must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- 4. Disclosable Pecuniary Interests
  - 4.1 A Member will have a pecuniary interest in any business of the Council if it is of a description specified in the second column of the Schedule as issued by the Secretary of State and either –
    - (a) It is an interest of yours, or
    - (b) It is an interest of –
      - (i) Your spouse or civil partner;
      - (ii) A person with whom you are living as husband and wife, or
      - (iii) A person with whom you are living as if you were civil partners.
- and you are aware that that other person has the interest.
- 5. Non-Pecuniary Interests
  - 5.1 A Member will have a non-pecuniary interest in any business of the Council where either it relates to –
    - (a) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
    - (b) Any body –
      - (i) Exercising functions of a public nature;
      - (ii) Directed to charitable purposes; or
      - (iii) One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
    - (c) The interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25.
- 6. Registration of interests

- 6.1 Subject to paragraph 8 (sensitive interests), a Member must, within 28 days of
    - (a) This Code being adopted by the Council; or
    - (b) Their election or appointment to office (where that is later),  
notify Daventry District Council's Monitoring Officer in writing of any disclosable pecuniary interests and/or non-pecuniary interests at that time for entry into a register.
  - 6.2 Subject to paragraph 8 (sensitive interests) a Member must, within 28 days of becoming aware of any new interest or change to any interest, notify Daventry District Council's Monitoring Officer in writing of that new interest or change.
7. Disclosable interest in matters considered at a meeting or by a single Member
  - 7.1 Subject to paragraph 8 (sensitive information) where the Member has, and is aware that they have, a disclosable pecuniary interest in any business of the Council, and they attend a meeting of the Council at which the business is to be considered, or is being considered;
    - (a) The Member must disclose to the meeting the fact that they have a disclosable pecuniary interest in that matter. If they have not already done so, they must notify the Daventry District Council's Monitoring Officer of the interest before the end of 28 days beginning with the date of the disclosure, and
    - (b) Whether the interest is registered or not, they must not – unless they have obtained a dispensation from the Clerk of the Council –
      - (i) Participate, or participate further, in any discussion of the matter at the meeting, apart from making representations, giving evidence or answering questions in accordance with other procedure rules, prior to the commencement of the debate on that matter; or
      - (ii) Remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting.
  - 7.2 Non-pecuniary interests do not need to be disclosed at meetings.
  - 7.3 If a Member is empowered to discharge functions of the Council acting alone, and have and are aware that they have a disclosable pecuniary interest in any matter dealt with, or being dealt with, by the Member in the course of discharging that function, they must not take any steps, or any further steps, in relation to the matter (except for the purposes of enabling the matter to be dealt with otherwise than by them).
8. Sensitive interests
  - 8.1 Where a Member considers (and where the Daventry District Council's Monitoring Officer agrees) that disclosure of the details of a registered interest could lead to harm or intimidation of the Member or a person connected with the Member, such details will be excluded from public versions of the register. In addition, such details will not need to be disclosed to a meeting, or when a

Member is empowered to act alone, although the fact that the Member has a sensitive interest must be disclosed (in accordance with section 7).

## Schedule – Regulation 2

Subject	Prescribed description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by a member in carrying out duties as a member, or towards the election expenses of a member. This includes any payment from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 (a)
<b>Contracts</b>	Any contract which is made between the relevant person (or body in which the relevant person has a beneficial interest) and the relevant authority – (a) Under which goods or services are to be provided or works are to be executed; and (b) Which has not been fully discharged.
<b>Land</b>	Any beneficial interest in land which is within the area of the relevant authority.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
<b>Corporate tenancies</b>	Any tenancy where to the member's knowledge – (a) The landlord is the relevant authority; and (b) The tenant is a body in which the relevant person has a beneficial interest.
<b>Securities</b>	Any beneficial interest in securities of a body where – (a) That body (to the member's knowledge) has a place of

	<p><b>business or land in the area of the relevant authority; and</b></p> <p><b>(b) Either –</b></p> <p><b>(i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</b></p> <p><b>(ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</b></p>
--	---

## **8. QUESTIONS**

- a. A councillor may seek an answer to a question concerning any business of the Council provided seven clear days notice of the question has been given to the Proper Officer.
- b. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c. Every question shall be put and answered without discussion.

## **9. MINUTES**

- a. If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b. No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with the standing order 5(a) (iv) above.
- c. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect: "The Chairman of this meeting does not believe that the minutes of the meeting of the (?) held on (date) in respect of (?) were a correct record but his view was not upheld by the majority of the councillors and the minutes are confirmed as an accurate record of the proceedings.
- e. Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

## 10. DISORDERLY CONDUCT

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b. If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c. If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

## 11. RECISSION OF PREVIOUS RESOLUTIONS

- a. A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special motion, the written notice whereof bears the names of at least three councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b. When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further six months.

## 12. VOTING ON APPOINTMENTS

- a. Where more than two persons have been nominated for any position to be filled by the Council and after the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

## 13. EXPENDITURE

- a. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b. **The Council's financial regulations shall be reviewed** once a year.
- c. **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

## 14. EXECUTION AND SEALING OF LEGAL DEEDS

- a. A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

- b. **In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## **15. COMMITTEES**

- a. The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. may permit committees to determine the dates of their meetings;
  - iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office not later than the next annual meeting;
  - iv. may appoint substitute councillors to a committee if ordinary councillors of the committee have confirmed to the Proper Officer seven days before the meeting that they are unable to attend;
  - v. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a) (iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
  - vi. may in accordance with standing orders, dissolve a committee at any time.

## **16. SUB-COMMITTEES**

- a. Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

## **17. EXTRAORDINARY MEETINGS**

- a. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
- c. The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d. If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within seven days of having been requested to

do so by two councillors, those two councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by two councillors.

## **18. ADVISORY COMMITTEES**

- a. The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b. Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

## **19. ACCOUNTS AND FINANCIAL STATEMENTS**

- a. All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December in each year a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31<sup>st</sup> March shall be presented to each councillor before the end of the month following May. The Statement of Accounts of the Council (which is subject to external Audit), including the annual governance statement, shall be presented to Council for formal approval before 30<sup>th</sup> June.

## **20. ESTIMATES/PRECEPTS**

- a. **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b. Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

## **21. CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS**

- a. Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b. A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a

written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

- c. This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **22. INSPECTION OF DOCUMENTS**

- a. Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

## **23. UNAUTHORISED ACTIVITIES**

- a. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **24. CONFIDENTIAL BUSINESS**

- a. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b. A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by resolution of the Council.

## **25. POWER OF WELL-BEING**

- a. **Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria to qualify as an eligible parish council.**
- b. **The Council's period of eligibility begins on the date that the resolution under standing order 25(a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.**
- c. **After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.**

## **26. MATTERS AFFECTING COUNCIL EMPLOYEES**

- a. If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1(d) above.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman or, in his absence, the Vice-Chairman of any absence occasioned by illness or urgency and that person shall report such absence at its next meeting.
- c. The Chairman or in his absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and/or appraisal of the Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Council.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chairman or in his absence, the Vice-Chairman in respect of an informal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e. Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman or Vice-Chairman of the Council, this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the Council.
- f. Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g. The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h. Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i. Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h) above if so justified.
- j. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26(g) and (h) above shall be provided only to the Chairman of the Council.

## **27. FREEDOM OF INFORMATION ACT 2000**

- a. All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer is

respect of Freedom of Information requests set out under standing order 3(b) (x) above.

## **28. RELATIONS WITH THE PRESS/MEDIA**

- a. All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b. In accordance with the Council's policy in respect of dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

## **29. LIAISON WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County or Unitary Council representing its electoral ward.
- b. Unless the Council otherwise orders, a copy of each letter sent to the District or County or Unitary Council shall be sent to the District or County or Unitary Councillor representing its electoral ward.

## **30. FINANCIAL MATTERS**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the accounting records and systems of internal control;
  - ii. the assessment and management of financial risks by the Council;
  - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payment;
  - v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
- b. **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.**
- c. Any formal tender process shall comprise the following steps:
  - ii. a public notice of intention to place a contract to be placed in a local newspaper;
  - iii. a specification of the goods, materials, services and the execution of works shall be drawn up;
  - iv. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;

- v. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
- vi. tenders are then to be assessed and reported to the appropriate meeting of the Council.
- d. Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- e. **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No.6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

### 31. ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT

- a. On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the Chairman.
- b. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter until the complaint is resolved.
- c. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d. The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the Council) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
  - i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
  - ii. Ensure that any background papers containing the information set out in standing order 31(a) above are not made public.
  - iii. Ensure that the public and press are excluded from meetings as appropriate.
  - iv. Ensure that the minutes of meetings preserve confidentiality.
  - v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- e. Standing order 31(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- f. The Chairman shall have the power to :
  - i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
  - ii. seek and share information relevant to the complaint;

- iii. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.
- g. References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

### **32. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

- a. Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b. A motion to permanently add or vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

### **33. STANDING ORDERS TO BE GIVEN TO COUNCILLORS**

- a. The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b. The Chairman's decision as to the application of standing orders at meetings shall be final.
- c. A councillor's failure to observe standing orders more than three times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

### **34. COMMUNICATION**

- a. As far as is reasonably practicable the agreed method of communication between the Clerk to the Parish Council and Parish Councillors is e-mail. All communications are confidential and must not be copied or communicated in any way to any third party without the prior consent of the Clerk.
- b. All communications from or on behalf of the Parish Council can only be issued by the Clerk unless specifically instructed otherwise by the Council.
- c. All communications to the Parish Council must be addressed to the Clerk.

**Bold type denotes orders required by statute.**

These standing orders were adopted by the Parish Council on 5<sup>th</sup> September 2012