

YEOVIL WITHOUT PARISH COUNCIL

STANDING ORDERS

Adopted: 27th March 2018

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Text in **bold** may not be suspended as these are statutory in origin and mandatory

1. Rules of debate at meetings

- a** Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b** A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c** A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d** If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e** An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f** If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g** An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h** A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i** If there is more than one amendment to an original or substantive motion, and debated at a time, the order of which shall be directed by the chairman of the meeting.
- j** Subject to standing order **1(h)** above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- k** A councillor may not move more than one amendment to an original or substantive motion.
- l** The mover of an amendment has no right of reply at the end of debate on it.

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- m** 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.
 - n** Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i to speak on an amendment moved by another councillor;
 - ii to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii to make a point of order;
 - iv to give a personal explanation; or
 - v in exercise of right of reply
 - o** 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.
 - p** A point of order shall be decided by the Chairman and his decision shall be final.
 - q** When a 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 working group for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend any standing order, except those which reflect mandatory statutory requirements.
 - r** Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
 - s** Excluding motions moved understanding order 1q above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregards the request of the chairman of the meeting to moderate or improve their conduct, any councillor or chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2b above is ignored, the chairman of the meeting may take further responsible steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting

3. Meetings generally

- a **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.**
- b **When calculating the 3 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 of a bank holiday or a day appointed for public thanksgiving or mourning, shall not count.**
- c **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 to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d Subject to standing order 3(c) above, members of the public are permitted to make representations, answer or ask questions and give evidence in respect of any item of business included in the agenda.
- e The period of time which is at the Chairman's discretion for public participation in accordance with standing order 3(d) above shall not exceed 15 minutes.

- f Subject to standing order 3(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 5 minutes.
- g In accordance with standing order 3(d) 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.
- h In accordance with standing order 3(g) 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.
- i A brief record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j A person shall raise his hand when requesting to speak and, when required by Council, stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.
- 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 will be permitted on receipt of prior notice to the Parish Clerk. The right to proceed will be subject to the conditions of Yeovil Without Parish Councils Policy on Audio/Visual Recording and Photography at Council Meetings and in accordance with the Public Bodies (Admissions to Meetings) Act 1960 as amended by The Openness of Local Government Bodies Regulations 2014.
- n In accordance with standing order 3(c) 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 standing order 3(y) below, all questions at a meeting shall be decided by a 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. *(See also standing orders 4 (h) and (i) below.)*
- 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 the vote is taken and 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 (absence reasons to be listed as personal or business apology).
- 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 the 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. *(See also standing order 14 below.)*
- x** No business may be transacted at a meeting unless at least one third of the total number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.
- y** If a meeting is or 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 or automatically delegated to the Clerk in consultation with such members as may be available, unless specifically prohibited.
- z** Meetings shall not exceed a period of 3 hours.

4 Ordinary Council meetings

See also standing order 3 above

- a In an election year, the annual meeting of the Council shall be held on or within 14 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 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.**
- e The election of the Chairman and Vice-Chairman 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 next annual meeting until his successor is elected.**
- g The Vice-Chairman of the Council, unless he/she has resigned 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 of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Any member of the Council may be proposed, seconded and elected to the position of Chairman, Vice-chairman, member of any council committee or working group, or as a representative to any external body, even though that member may not be present at the council meeting, provided that he has notified the Clerk in writing of his willingness to be elected to that position.**

- k Following the election of the Chairman of the Council and Vice-Chairman 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 forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of his acceptance of office form unless the council resolves for this to be done at a later date:
 - ii Confirmation of the accuracy of the minutes of the last meeting of the Council
 - iii Review of delegation arrangements to committees, sub-committees, working groups, employees and other local authorities.
 - iv Review of the terms of reference for committees and working groups.
 - v Receipt of nominations to existing committees and working groups.
 - 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 of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
 - viii Review of representation on or work with external bodies and arrangements for reporting back.
 - ix In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future.
- l In the event of severe weather conditions or any other emergency the Clerk may, in consultation with the Chairman of the Council, cancel any meeting of Council, a committee or a sub-committee and shall give immediate notice of such cancellation to as many members of Council as is practicable.

5. Committees and Working Groups

See also standing order 3

- a The Council may, at its annual meeting, appoint a staffing committee or working group and other standing committees or working groups and may at any other time appoint such other committees or working groups as may be necessary, and:
 - i shall determine their terms of reference;
 - ii may permit committees and working groups 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 or working group (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;

- iv. may appoint substitute councillors to a committee or working group whose role is to replace ordinary councillors at a meeting of a committee or working group if ordinary councillors of the committee have confirmed to the Proper Officer 10 days before the meeting that they are unable to attend;
- v. an ordinary member of a committee or working group who has been replaced at a meeting by a substitute member (in accordance with standing order 5(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 or working group at any time.
- vii. The Chairman and Vice Chairman of Council may elect to be a voting member of any committee, working group or sub-committee.

6. Extraordinary meetings

See also standing order 1

- 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 7 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 7 days of having been requested by to do so by 3 councillors, those 3 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 the 3 councillors.

7. Advisory committees

See also standing order 3

- 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.

8. Previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 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 8(a) above has been disposed of, no similar motion may be moved within a further 6 months.

9. Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

10. Motions requiring written notice

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b. In accordance with standing order 16(b)(ii) below, 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 10 clear days before the next meeting.
- c. The Proper Officer may, before including a motion in the agenda received in accordance with standing order 10(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 10(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 10 clear days before the meeting.
- e. 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.

- f. Having consulted the Chairman or councillors pursuant to standing order 10(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- g. Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be recorded in the minutes, which shall be open to inspection by all councillors.
- h. Every motion rejected in accordance with the Council's standing orders shall be duly recorded in the minutes by the Proper Officer giving reasons for its rejection.

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.

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. Motions not requiring written notice

- a. Motions in respect of the following matters may be moved without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or working group;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or working group and their members;
 - x. to extend the time limits for speaking
 - xi. to exclude the press and public from a meeting in respect of a confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular stand order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

12. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

13. Draft minutes

- a If the draft minutes of a preceding meeting has been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be moved in accordance with standing order 11(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, 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 () 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.

14. Code of conduct and dispensations

See also standing orders 3(t)

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer OR by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 14 (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required OR at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 14(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

15. Code of conduct complaints

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 12, report this to the council.
- b Where the notification in standing order 8(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 8(d) below].
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

16. Proper Officer

- a The Proper Officer shall be either (i) the clerk (ii) other staff member (s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Council's Proper Officer shall:
 - i. At least three clear days before a meeting of the Council, a Committee or a Sub-Committee, sign and serve on Councillors a summons, either by delivery, post at their residence or email, confirming the time, date, venue and the agenda. Email summons must contain the electronic signature and title of the Proper Officer. Written consent must be given by Councillors to the Clerk to receive summons electronically. A paper copy of the agenda will be supplied to each Councillor at every meeting, or earlier if requested.
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a 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 orders¹⁰ (a)–(e) above, include in the agenda all motions in the order received unless a councillor has given written notice at least 6 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) above.**
 - v. Make available for inspection the minutes of meetings.**
 - vi. Receive and retain copies of byelaws 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 a 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 2 councillors and witnessed.
 - xiv.** Arrange for 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 a book/spreadsheet for such purpose; and notify all councillors of their receipt.
 - xvi.** Refer every planning application received to the Ward Planning Representative and in their absence to the Chairman or in the Chairman's absence to the Vice-Chairman and ask for the attendance at the Council meeting of a Planning Officer for possible contentious applications.
 - xvii.** Delegate the Clerk, after consultation with three councillors (one of which shall be the Chairman or Vice-Chairman, and at least one of the other two shall be a councillor from the appropriate ward), to consider planning applications and respond on behalf of the Council where the development control authority requires a consultation response before the next planned meeting of the Council. This action will be reported at the Council meeting. Should there be a difficulty the Clerk will request an extension of time.
 - xviii.** Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.
 - xix.** Declare any casual vacancy arising in the office of councillor following resignation, ceasing to be qualified, disqualification or loss of office due to failure to attend; and then to carry out the necessary steps to proceed towards the filling of the vacancy as appropriate.

17. 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.**

18. Accounts and Financial Statement

- 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 March, 30 June, 30 September and 31 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 March shall be presented to each councillor before the end of the following month of May. The Accounting Statements of the Council (which are subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

19. 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 31st October.

20. 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 faced 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 payments;
 - v. procurement policies (subject to standing order 20(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £25,000.
- b **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 20(c) below.**
- c Any formal tender process shall comprise the following steps:
- i. a public notice of intention to place a contract to be placed in a local newspaper;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. 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;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or committee.
- 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 £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2015/102 apply to the contract and, if so, the Council must comply with EU procurement rules.**

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. Handling staff matters

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the staffing committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above. It shall also consider whether other councillors shall be excluded to ensure proper process in any Appeal.
- 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 to Council at its next meeting.
- c The Chairman of the staffing committee/staff working group or in his absence, the Vice-Chairman of the staffing committee/staff working group 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 staffing committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chairman of the staffing committee/staff working group or in his absence, the Vice-Chairman of the staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the staffing committee/staff working group.
- 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 staffing committee/staff working group, this shall be communicated to another member of the staffing committee/staff working group, which shall be reported back and progressed by resolution of the staffing committee/staff working group.
- 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 22(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 22(g) and (h) above shall be provided only to the Clerk and/or the Chairman of the Council or of the staffing committee/staff working group.

23. 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, who has the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 16 (b)(x) above.

24. 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 to 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.

25. Liaison with District and County councillors

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

26. Restrictions on councillor activities

- a Unless authorised by a resolution, no 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.

27. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or to vary or to revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory, shall be proposed by a special motion, the written notice of at least five councillors to be given to the Proper Officer in accordance with standing order 4 above.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Amendments, Revisions and Reviews

Date of Resolution	Action
28th June 2011 Min 30/11a	Reviewed – No changes
22nd Nov 2011 Min 102/iib	Amendment of SO 3xv and SO 3xvi (New planning procedures)
31st July 2012 Min 215/12	Revision of SO 7 Code of Conduct and SO 25 The General Power of Competence. (Revision to comply with the Localism Act 2011)
18th Dec 2012 Min 326/12a	Amendment of SO 7 Code of Conduct
24th Sept 2013 Min 455/13a	Amendments to SO 2 (k) and (L) (Election of Officers) SO 3 (b) (xviii) (Planning)
28th Oct 2014 Min 622/14	Amendments to SO 1m
24th Feb 2015 Min 685/15 b Adopted 31st March 2015 Min 700/15a	Amendments to SO 1 m Recording/filming meetings SO 3 b Receive summons electronically
15th Dec 2015 Min 117/15 a Adopted 26th Jan 2016 Min 131/16 b	Amendments to SO 30 e Financial Matters - Public Contracts Regulations 2015/102
27th Feb – 27th March 2018	Reviewed – revised - adopted